BACHELOR OF LIBRARY AND INFORMATION SCIENCE

PAPER - DELB1101T

FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

UNIT NO.1

PUNJABI UNIVERSITY PATIALA

Department of Distance Education Punjabi University, Patiala

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Lesson No.

CONCEPT OF LIBRARY: DEFINITION, PURPOSE AND FUNCTIONS

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1.1.0 Objectives:

This particular part of the course is aimed at providing conceptual development of the definition of library, its aims and its role in the modern society.

After the study of this lesson, you will be able to

(1) Understand the changes in the meaning of library with the passage of time.

(2) Important roles played by the library as a social institution. To achieve the objectives the whole lesson is structured as under

1.1.1. Introduction :

Libraries and Library and Information Services are absolutely essential to achieve the developmental goals, improve the quality of life and preserve and make known the cultural heritage in multiple forms. Libraries

serve as intellectual catalysit for socio-economic development by providing facilities for the purpose of acquiring education, information, recreation etc. According to Mannu, "To carry knowledge to the doors of those who like it and to educate all to perceive the right, even to give away the whole earth cannot equal that forms of service." This quotation is self-explanatory.

The task of collecting, recording and making readily available, all information on the intellectual activities of man has itself become a complex process, calling for specialized skills and knowledge. There is increase in the volume of printed matter and recorded information in different media. The impact of the intelectual and technological revolution is tremendous   on the library. It calls for a new concept `Service to Readers', which in turn calls for a very high degree of specialization in the functions of libraries. Library Services, today, encompasses not only storage and retrieval of information, but also it has to show light in the development of society.

1.1.2. Concept of Library

Man is a social animal and society is the web of social relationships. Being a social animal man cannot resist himself from expressing his feelings and emotions, therefore, he wants to communicate with others. Of all animals only man has the power of speech Which distinguishes him from the rest of animals. The expression for communication had taken different modes from ancient to modern period.

1.1.2.1 The word 'Social'

The word `Social' is derived from the Latin 'socies' which means companion, ally, friend, follower Etc. Though it has acquired numerous meanings in changed modern wage but all of them pertain to 'playing a role in' groups.

It (social) acquired its dominant- position in our thought and conversation patterns from late nineteenth century when social policy, social economics, socialism, social work, social legislation, social psychology, social medicine, social industry etc., became common words. This shift from individualism towards collectivism provided due interaction between individual groups and nations. The term 'social' also shows a great affinity to terms like 'functions' or 'functional' to determine more specific relationship of the different parts to one another. In communication, the word social has its role to play in order to take communication process further.

To communicate his ideas, his beliefs, his faith, his ethos and pathos with others man has used various tools like gestures, facial expressions, grunts and cries, etc. which are powerful to communicate by touch, by picture/visual signs, by mathematical and scientific signs and symbols, by music and dance, and above all, by words-spoken or written.

If speech is the first great step towards the development of human communication, the second great mile-stone was invention of writing. By virtue of this, history could be recorded permanently and in details, technical discoveries could be handed on and records of every type could be kept for a longer period.

The third great leap came with the invention of printing by means of which what was written could be reproduced and distributed in quantity and dissemination of information became easier and quicker. The introduction of Information Technology provided speed and accuracy to the whole process of socialization and education which was another revolutionary possibility and man reached from cave to moon and space, which has marked the dawn of new era of human progress and modern society.

In modern societies, every human activity is organized through institutions. Every major social task, whether economic performance or healthcare, education or research, business or industry is institutionalized. The protection of environment. or defence of the country is today invariably entrusted to institutions and organizations.

Institutions and organizations are facinating creation of man to accomplish goals, which individuals acting alone cannot accomplish. A formal organization has an 'explicit limited and announced objective' and if the accomplishment of an objective requires collective efforts, men set up an organization designed to co-ordinate the activities of many persons and to furnish incentives for others to join them for the purpose. Therefore, organization is the cooperative endeavour of human beings to achieve set objects through a formal structure or an informal mechanism. Therefore, modern society is full of institutions and organizations.

Libraries and Information Centres and other similar types of organizations are those which collect, stock, process, organize, disseminate and distribute information/knowledge recorded in documents. Since knowledge and information are so vital for all round human development, Libraries and Information Centres that handle and manage knowledge and information are indeed invaluable. With spectacular

advances in information technologies and increasing categories of users and their information needs in different situations, modern society is heading towards an information society in which the central instrument of change are knowledge and information.

1.1.2.2. Needs of Modern Society

Necessity is the mother of invention. The most important need of the society is perhaps education, for it helps to mould a well informed, knowledgeable and responsible citizen, who alone will be able to contribute to progress and advancement. Next there is the need of economic well being of the society. Technological developments brought about by research and enormous amount of information can sustain the economic development. "Man does not live by bread alone", therefore, there are deeper and finer human instincts, such as spiritual and ideological, cultural and aesthetic, etc., which refine life and elevate it to a higher plane. A person also needs recreation during his/her leisure time, and unless there are facilities for constructive and competitive activities, his/her attention is likely to be diverted to negative and destructive avenues. The aim of all These needs should be the development of the society that is able to lead a cultural, prosperous and full life, putting emphasis on certain values in life and adhering to them.

1.1.2.3. Institutions established by Society

In order to lead a cultural and prosperous full life, over a long period of its existence-from cave to space-society founded various organizations/institutions. Educational institutions (Schools, Colleges, Universities), research institutions, cultural institutions, institutions of Fine Arts and Recreation, business and industrial establishments and others are some examples of such institutions founded by society only to serve one or a few needs of the society. The library is also one among them and is able to serve almost all needs of the society and supplement to the efforts of other organizations/institutions in order to attain their goals, etc. Therefore, of all the institutions founded by society, it is the modern library and information centre that are the most potent in meeting the multi-farious needs of the modern society.

1.1.2.4. Library

A general organizational analysis of he present day library

appropriately may begin with the observtion that an important characterstic of library is that it acquires discrete physical items-books, periodicals, manuscripts, photographs, phonographs, records, music tapes, etc. (all of which constitute a sample, often according to specified criteria of a bibliographic universe); subject them to various processes (classification, cataloguing, indexing, abstracting, storing, etc.) and then provide various kinds of services based on them. The process is analogous to the workmanship of an industrial firm/ organization, with certain minor exceptions. The advent and advancement of democracy, the extension of the horizon, intensification of research and explosion of knowledge and information (due to its turbulentary dynamic nature) have necessitated the service of a well stocked, well staffed, well organized, up-to-date library in modern society, where a public library is the nucleus of the community attainments; an academic library of the educational institution; and a special library of government department/industrial or business organization/professional bodies, etc. But Rome can't be built in a day, it took centuries to reach to its present destination.

1.1.2.4.1. Conceptual Evolution of Library

In English `Library' refers to a collection of books gathered for study, research, reference and recreation, etymologically connected with the Latin word 'Liber' meaning 'bast' or 'rind' (inside bark of a tree). Bark of a trees like tilia, philyra, tindon, etc., was extensively used for writing in Rome. Similar practice is also observed in Central Asia, India, Sumatra and among American Indians. But the word 'libraie' in French does not have the same meaning, rahter is being used to denote a book shop or, by extension, a publisher. The word used in many other countries to signify a collection of books (public or private) is derived from a Latinized Greek word, 'bibliotheca', hence 'bibliotheque' in French, 'biblioteca' in Italian and Spanish; 'bibliothek' in German; and. 'biblioteka' in Russian. The word 'Bible' is also derived from this, which simply mean `the book'. The use of the word library to denote a building, room, set of rooms in which collection of books is housed and organized is also common in use.

Since a long time libraries have preserved man's acquisitions of knowledge, but this definition reflects only one meaning of the library i.e. repository of various forms of recorded information. It conveys only the 'custodial' function of the library.

In modern sense a library houses an organised collection of

documents to preserve them and make them available for use. Probably, the most important word in this definition is 'use', for which libraries have become indispensable in the modern world. As knowledge becomes more extensive, it is increasingly necessary that it (knowledge) be accumulated and processed in a manner that makes it highly accessible to the common man, and to specialist scholar writing a book or a scientist conducting a research project. In addition to their vital role in the academic world, libraries serve all branches of business, government, and civil life, supplying information needed by individuals and organizations. This could be a suitable definition of library.

On the basis of this definition, the term library can easily be distinguished from an associated word 'Archive'. An archive is a collection of historic documents and records; unlike a library, whose main emphasis is on accessibility and use of records. An archive is primarily a place for storage and preservation and its records are made available only to a limited class of people, such as government officials or scholars. But the laudable aim of the library "The aim", as John Powell says, is "of making books more helpful, of getting more people to make more and better use of books as instruments in their attempts to make living richer, more satisfying and more humane." The definitions/meanings given by Dr. Ranganathani in historical perspective provides better understanding of the meaning of the library.

An early meaning, which is now obsolete, is, that a library is "a place where books are written." In this definition, there is no mention of readers, explicit or implied.

In another sense, the term 'library' is used to denote a place set apart to keep books. Evidently, the term `Keeper of Books' or one who watches and guards the books to denote a librarian had originated from this definition of library, and it continued to be used for many centuries right up to recent times.

Still another sense in which the term `library' is frequently used, is 'a collection of books' merely a collection as such. Libraries in this sense have been formed at all times by Royalties (Kings), Noblemen and even commoners. Library came to be regarded 'A Symbol of Respectability'. But the owners of such libraries did not permit others to use them; and in some cases the owners were ignorant enough to use libraries themselves.

Ever. during the latter half of the fourteenth century, the term 'library' was defined in the Oxford English Dictionary as a place where books were kept for 'reading; study, or reference'. By the nineteenth century, the word

`library' denoted "a building, room or set of rooms containing a collection of books for the use of public or some portion of it, or the members of society". Simply, library came to be regarded as a 'public institution' or establishment charged with the care of a collection of books for use. In due course of time, the concepts of circulation and administration of the collection of books were added to the definition.

Taking the root thread from. the description of the library as a public institution, Ranganathan defines the term as "A library is a public institution or establishment charged with the care of a collection of books and the duty of making them accessible to those who require to use them."

In this definition, Dr. Ranganathan highlights two major characteristics of the library :

First, "The care of a collection of books". This means protecting the collection from the ravages of the enemies of books—fire, water, vermin, and human beings. Librarians engineered techniques for the due discharge of this function. Naturally, the spirit dominating in them was caretakership. Definitely it was not establishing contact with readers.

The second characterstic given by Dr. Ranganathan to libraries in his definition is duty of making them (the books) accessible to those who require the use of them" gave an opportunity for looking upon human beings, at least occasionally, as different from book-thieves. This function is in direct opposition to the age-long tradition of care-taker librarianship. During most part of the nineteenth century, the idea of library as a museum was dominant. A library was considered a place where the books were preserved for study, reading or reference.

1.1.2.4.2. Modern Concept : Service Agency

Now libraries are service agencies that is only for readers and are organized to facilitate the use of the graphic records. Pierce Butler advocated that, "The basic element of librarianship consist in the accumulation of knowledge by society and its continuous transmission to the living generation so far as these processes are performed through the instrume-ntality of graphic records", and that "the fundamental phenomenon of librarianship is the transmission of the accumulated experience of society to its individual members through the instrumentality of the book." Probably keeping this in view Richardson defined library as "an institution where books are acquired

for use, and it is the use which is the prime motive of the libraries." It was, however, Carl M. White who commented that modern librarianship is concerned with assuring the continuance and full use of power to retain, organize, and use the accumulated heritage of all generations of all mankind in all its forms-the written word being only one. A library can thus be defined as a collection of graphic, acoustic and holistic

materials such as books, periodicals, manuscripts, newspapers, maps, charts, recordings, motion pictures, slides, filmstrips, magnetic tapes, art reproductions, and still pictures, phonographs, records, music scores, and microforms (micro-filmed materials). Public libraries often serve as cultural centres, with facilities for meetings, lectures, concerts, exhibits, and film presentations. Today's libraries are much more than books alone. They are also art reproductions, music recordings, language aids mot, pictures, micro-films, meeting rooms for discussion groups. They are beehives of activity; busy humming market places of ideas where the ties of interest are not narrowed to the educational or the cultural, but limitless as the span of man's own consciousness : a veritable treasure chest of facts and follies; and a kind of intellectual service station. This gives the feeling of the modern busy library, though some secondary activities are put at par with primary functions.

To sum up, it is concluded that for centuries together, the physical care of books was the primary function of libraries. The conservation function was so dominant that the early writers on the organization and management of, libraries devoted much attention to the custody of books as physical entities and artefacts.

As a museum, library fulfilled a social need. Library accumulated and preserved the records of its scholarship against ravages of time and the depredations of men because graphic records were both useful and scarce, as well as highly prized. But the intellectual content of the culture, its scholarship, had to be actively transmitted from generation to generation as well as preserved. Because of this historical necessity the two functions : preservation of books and making them accessible people who want to read them merely for the pleasure of reading or to satisfy intellectual curiosity had to colasce. Hence, today, we take library as a service agency equipped with documents for 'use' as against collection built up for sale, for display, for the pride of possession or for any of the purposes for which books may be assembled. Now-a-days the librarianship

must be treated as salesmanship and library staff has to act as the convassing agents for their wares (Documents) converting library as a service agency. As a service agency, the modern library performs vital functions for the elevation of the society. Library as a service agency, derives power primarily from the 'repository and custodial functions of libraries.

1.1.3. Aims and Objectives of Library

Following   are the aims of the library :

(1)   To assemble, organize, preserve, socialize, and serve all expressed thought embodied as manuscript, books,   periodical
and every other similar document produced as a means of communicacation.

(2)   To help in the transmission of knowledge, of the earlier generations to the later one.

(3)   To help in cumulation and further building up of knowledge from generation to generation.

(4)   To help in contemporary development of knowledge by avoiding unintended and purposeless repetition of research and the consequent wastage in research potential of humanity; and

(5)   To conserve the research time of the scholars by the seperation of literature search in library from positive research in laboratories.

Therefore, the aim is to provide maximum reading and use facility to maximum number of users in minimal sptn of time, in order to speed up the advancement of knowledge and information for betterment of society.

1.1.4. Functions of Library

To achieve aforesaid aims and objectives, the library performs its four major functions. These are :

(1)   Acquisition of reading materials;
(2)   Organization (Classification and Cataloguing), of reading materials;
(3)   Storing and maintenance of reading materials; and
(4)   Dissemination of information by making the accumulated document available on demand.

These four functions could be classified in two broad categories :

(1)   Technical Services; and
(2)   Reader's Services.

Technical service include Sr. 1 to 3 and the reader services are carried out under 4th function. On the basis of the different services provided by the, the following tasks are performed   :

(1) Maintenance and Preservation of Reading Materials :

Knowledge is cultural heritage of the society, therefore, its maintenance and preservation for posterity is essential. Collection and preservation of sources of information or knowledge is the first and foremost function of the library to link the past with present and the present with future.

(2) Arrangement of Reading Material for Information :   `

The modern information society moves around the information. All developments of the society are based on availability of information at different stages and levels. For all round development of the society, these information sources should be available to all members of the society without any difference based on caste, creed or colour. Free documents for all should be the aim of the library. It is the function of the library to make available all required documents by the society.

(3) Source of Self and Continuing Education:

The society needs libraries for imparting better education, both formal and non-formal. The library plays a vital role in providing non-formal and life-long education to one and all. The library also plays a significant role in academic institutions-schools, colleges universities. It is believed that knowing how to use a library is a better proof of education than to possess a university degree of education. The library has become still more important in academic set up due to change in the nature of education, specially in distant mode of education. Now education is no more a way system where the student has passive participation. In the changed system the student is expected to actively participate. The teachers mainly kindle the curiosity of students and then refers them to library. A teaching institution is as good as its library.

(4) Contribution to Commerce and Industries

Library can play its role in the development of industries and other commercial organization of the country. Innovative information is required for the development of these areas due to technological advancement. Library's contribution in the advancement of other

professions like medicine, engineering, law, architecture, etc. is also important. This contribution due to information technology role in networking is further enhanced in modern society.

(5) Contribution towards the Attainment of Democratic Objective :

"Democratic society is a promoter of books,; the triumph of the book written by man over the book revealed by God, over the book of laws dictated by the autocracy." More concretely, libraries exist, today, for the sake of freedom of thought. Its vital role lies in the creation of thinking people, cultivated men and women gifted with disciplined minds, high intellect and expression and capable of holding opinions independently arrived at, to shoulder stupendous responsibilities.

(6) Contribution in the Progress of the Society

Library is the transmitting centre of the knowledge and information, therefore, its contribution towards the progress of society is remarkable. The human society cannot survive without being fully familiar with all the past intellectual contributions of man on one side as well as keeping itself up-to-date with the growing and ever adding knowledge in the domain of discipline i.e. Humanities, Social Sciences and Science & Technology. The libraries are the institutions which the modern man has discovered to overcome this complexity.

(7) Library : A Centre of Recreation

The healthy use of leisure is atter of great importance in community life so that leisure time is not devoted to negative and destructive activities. The library should cater to the recreational needs of its users by stocking books suited for the purpose. The new generation of library users are strongly oriented towards audio-visual materials. Therefore libraries must not be concerned only with books. They should contain all the principal media of communication.

1.1.5. Conclusion

To conclude, Dr. Ranganathan described books, readers and staff as the basic trinity of the library and the function of the library is to bring the best interaction among these three basic constituents. It is important to note that the social function of library has never been a single one or uniform. It has been changing with the course of time and the emphasis has been shifted from one aspect of the function to

another. Libraries are social institutions charged with the duty of providing the means for the perpetual self-education of one and all. They contribute to the circulation of ideas, the harnessing of leisure, the demand of democracy, the spread of literacy, and the success of commercial and industrial organization. It promotes the concept of. dernocratic society in which equal opportunity exists for all to develop into true citizens, with whole and balanced personalities leading to an increase in the sum total of man's happiness and self awarenss, his fellows and environment.

1.1.6. Self-check Exercise :

   1 .   Definitions given by Dr. Ranganathan in historical perspectives are ....

   2.   What are the three major functions of the library ?

Note: Check your answers with the answers given in section 1.7 of this lesson.

1.1.7. Answers to the Self-check Exercises

Question No. 1

   1.   A place where books are written.
   2.   A place where books are kept.
   3.   A place where books are collected.
   4.   A place where books are collected for use.

Question No. 2 :

   The three major functions of the library are :
   1.   Collection of reading materials
   2.   Organization of reading materials
   3.   Dissemination of reading materials

1.1.8. Key Words

Information Society :   A society in which the central instrument of change, force and direction is information

Formal Education :   Education imparted by Educationaland knowledge. Institutions and an individual attains by enrolling--himself ineducational institution like a school, college or university through constant teacher-student contacts.

Non-formal Education : A system of education wherein the student acquires knowledge through selfstudy and guidance.

Repositories   :   A place where things are stored.

1.1.9. Reference and Further Readings:

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Foundation of Library & Information Science

LESSON NO: 1.2   **AUTHOR: Dr. AJIT SINGH**

FIVE LAWS OF LIBRARY SCIENCE

STRUCTURE:

To achieve the objective of the course the lesson is tailored as under:

1.2.0 OBJECTIVES

The laws of library science, governing the various divisions falling within the fields of library science are normally invoked when there is a conflict within various sub laws. These laws are also valid guides to practice in the wider areas of documentation and information systems and services.   After digging deep in to this less n you will be able to

(1)   Explain your activities in library, documentation and information work in tune with these guiding principles of the Five Laws of Library Science; and

(2)   Make use of these laws as a set of logical principles in library activities.

1.2.1. INTRODUCTION:

The discussion of Five Laws of Library Science is the second part of the course material pertaining to Section-A of Graduate level programme of Library and Information Science. It induces Ranganathan's Five Laws of Library Science.

The term "Law" is generally meant a rule or set of rules, which are constitutionally sanctioned. There is different type of expression of law as canonical laws, dive laws, laws of motion, etc. Such laws even constitutionally sanctioned, are adhered to more rigorously in their field of business of subjects. We may dub such laws "Subject Laws" or taws of the subject. The only difference in constitutional laws and subject laws is that the former is recognized and accepted to be binding on all section of community, society, or state or nation,

whereas subject laws are recognized and accepted as binding on all the' divisions, sub-divisions and branches of the subject. Laws of Library Science are subject's laws and their jurisdiction is the subject of Library and Infromation Science. These laws are, therefore binding on all the branches of Library and Information Science, viz classification, cataloguing, reference service, book selection, administration, organization, bibliography, and all other possible divisions of library and information science.

The practice of librarianship long preceded the formulation of any laws whatsoever. In all craft this is so, of course. It is only slowly and from the continuous experience of the workers that a theory can be deducted and given a statement. Librarianship may claim to be, one of the oldest craft in the world, and some of the quite ordinary processes, which. have been brought to such perfection. Dr. Ranganathan was able to formulate these results as "LAWS" that existed in embryo form in Assyrian libraries and probably in earlier ones. The clay, tablets Catalogues in British National Library prove that these were not only libraries, but also a systematic library science.

The late Dr. Ranganathan, then Librarian of the University of Madras in 1928, enunciated the Laws of Library Science. The first source of exposition was the Provincial Education Conference held at Chitambaram in December 1928. After his library education in the University of London and his observations of working of several libraries of England, he had been struggling to discover the principles and practices that he observed could be generalized and reduced to certain cardinal principles. Actually he was in search of some principles which could tell us what should be done in library field to make library organization, management and operations efficient and universally acceptable. The out come was in the form of Five Laws of Library science as under :

    (1)   Books are for use.
    (2)   Every reader his / her book.
    (3)   Every book its reader.
    (4)   Save the time of the reader.
    (5)   Library is a growing organism.

Every library activity has a rationale in one or another of these laws or in all of them collectively. These laws, therefore, constitute the funda-mental philosophical basis for all library activities and services. These are significant and valid and could be seen governing every activity

concerning modern library and information systems and services.

1.2.2. PHILOSOPHY OF THE FIVE LAWS

These five laws look very trivial, but embody deep thought. These are like pots containing oceans. Before their enunciation, the subject of library science had no philosophy. With them everlasting future was guaranteed to library science, library profession and use of libraries as they are providing philosophical base to the discipline. Due to this valuable contribution of Dr. Ranganathan, Eugene Garfield commented Ranganathan is to library science what Einstien is to physics". These Laws provided science status to the field of Library Science in true sense.

1.2.3. COMMAND OF THE LAWS

The whole field of library science, library services and library profession is the domain of five laws. These have acquired the status of normative principles. According to Dr. Ranganathan normative principles can be postulated for work at three different levels-from the level basic process of thinking; through the level of library science as a discipline; to the level of each its various sub-discipline-such as classification and cataloguing-and still to the deeper levels.

1.2.3.1. Names at different Levels

To distinguish the levels to which the respective sets of normative principles belong, following distinctive terms are employed:

Sr.No.	Level	Name of the Normative Principle
1.	Basic process of thinking,	Basic Laws
2.	Library Science	Fundamental Laws
3.	Classification	Canons
4.	Helpful Sequence in an array	Principles
5.	Work of classifying	Postulates, and Principles for facet Sequence.

The Five Laws commands such a power that in event of conflict between any two principles, rules, etc. in any branch of the subject, an appeal is to be made to Five Laws. They then take the command and solve the conflict.

1.2.4. FIRST LAW: BOOKS ARE FOR USE

The first law of library science is BOOKS ARE FOR USE. Enunciating the first law Dr. Ranganathan says, "How simple, how trivial and how seminal."

Books are the greatest creation of God. Book is a guide, a friend and a philosopher. An author writes a book to communicate his thoughts. Primary purpose of writing a book, therefore, is that the thought it contains should be communicated. To do it is necessary to put the books to use. The first law, therefore, truly demands that all efforts should be made to ensure that every book kept in the library is used because it is created for use.

Dr. Ranganathan shows that during the fifteenth and sixteenth centuries, it was not uncommon to find books actually chained to the shelves. Such chained books could not migrate from the shelves beyond the length of chains. At that time, in fact, libraries were not regarded as organizations for furthering the use of books, but as institutions for preserving them. The slogan "BOOKS ARE FOR PRESERVATION" has been replaced by "BOOKS ARE FOR USE" Now the old tradition has changed and new dimension has taken its place. Now modern library is service agency charged with the function of dissemination of information. Libraries were made attractive, comfortable and special services were introduced to make the books put to use. Network of central library with many branch libraries, supported with mobile libraries had come up in all major cities to make readers use the books. Libraries are being brought to the doors of users. There is harmonious cooperation between different types of libraries to satisfy the first law of library science. All policies relating to the libraries should be helpful in promoting the objective of books being put to maximum use.

1.2.4.1. IMPLICATIONS OF THE FIRST LAW

In order to satisfy the first law of library science, libraries have to look in to a number of factors. These are as under :

1.2.4.1.1. Location of the library

The first law has several messages for library procedures. In the earlier period, people were of the opinion that the outskirts of the town is the best place for locating a public library so as to keep it away from dust, noise and all "sorts of fellows'". They ignored the fact all the people won't be able to use the library and get acquainted with the source of knowledge. It was not wise to drive away the library beyond the zone of accessibility and use for avoiding dust.

The message of the first law is that while choosing a library building

or its site, it should be located at the central place where it is easy to reach. It will be a discouragement to the people to use books if they have to walk elong distances to reach them. At the same time the location should be as free from noise and other disturbance as possible so that serious study is possible. A school or college or university library should be located at central and prominent place where every one could reach the library. The library should be centrally located in the educational institution too.

1.2.4.1.1.1 Coffee Bar Analogy

Just as a coconut vendor keeps his shop near a temple, a coffee bar near the student's hostel, a pan shop near a hotel, a library which is keen in its books being used, will pant itself in needs of its clientele, said Dr. Ranganathan.

1.2.4.1.2. Library Hours

The infulence of the first law, BOOKS ARE FOR USE has been no less profound on library hours. So long as the inherited notion about preservation has the upper hand and the law BOOKS FOR USE has not fully asserted itself, the library was more often closed than kept open. Perhaps it was more frequently opened for the bookworms to be chased out and books to be dusted than for the readers to enter or books to be issued for use.

The first law demand that a library should be kept open during the hours at suits its clientele the most. This policy increases the use of books. A Public library must be open on holidays and in the evening also so that people engaged in different occupations and students can use it after finishing their regular work. An academic library should be kept open, in addition to the normal hours, also when the students are free from their classes. Hence, a library should be kept open for as many hours as is possible.

1.2.4.1.2.1 The MANTRA "Books are for use" :

The MANTRA "Books are for use" brought in marvelous changes in library hours. The present trend is to keep the library open early monring, by the time majority gets up to majority goes to bed. Library is kept open on all days of the year, even on Sundays. It is considered criminal to keep the library closed at any time when people can conveniently use it. In many universitites of USA and Europe, the libraries are kept open round the clock.

1.2.4.1.3. Library building and Furniture :

The effect of the first law, "BOOKS FOR USE" on library furniture and internal equipment is really commendable. To the days when the dictum "BOOKS ARE FOR PRESERVATION" regained supreme, the library racks were built with a view to accomodate maximum number of books in the least space and in the least cost. The racks were saved with the help of chains, doors, locks and keys.

After the law gained its powers there is lot of changes in the building and furniture.

1.2.1.3.1. Stacks

In the past onl y library staff had access to stack areas. Now closed access is replaced by open access. In library where there is open access to readers, the racks should not be more than seven feet high; so that readers can easily see the books that are there on the top most shelves the space between two rows of shelves should_ be about six feet, so that staff and, readers could move more freely and comfortably.

1.2.4.1.3.2. Reading Room

The reading room should be attractive with hangings, flowers and pictures. The reading tables and chairs should be comfortable and suitable for continuous sitting for longer hours. There are established standards for library furniture.

1.2.4.1.3.3. Library Building

The library building should be functional with spacious rooms and reading places. The floor, particularly of the Reading Room should be sound proof. The building should be vermin proof and theft proof. There should be proper ventilation and lighting. Provision should be there for drinking water, toilets, and relaxing room, etc.

The first law has thus exercised tremen ous influence on library furniture, equipment and on the design of library buildings.

1.2.4.1.4. Library Staff

The advent of the first law has had the most vital effect on the Library Staff. It has effected the question of library staff in several ways. However, big its building, however, comfortable its furniture, however rich its colle-ction, a library cannot come to the expectations of its readers and first law; unless its staff is attentive and cheerful, and care for

readers and books to their satsfaction. Readers should not be looked upon as nuisance, but as a customer.

So long as the motto that "BOOKS ARE FOR PRESERVATION" prevailed, the authorities wanted Library staff to be a care-taker who could read the spines of the books and fight against four enemies of the books-fire, water, vermin and men. The terms like' care-taker', 'watchman', or even 'watch-dog' of books were used for librarians in the pre-first law days.

The First Law has brought to the central role, which the library staff plays in carry bringing the information closer to the ones who need it. Therefore, First Law requires that to disseminate knowledge and to put the books to maximum use, the library must have highly qualified and professionally trained people.

1.2.4.1.4.1. Academic Status and Scale of Pay

The most important step of the first law was to strive for the academic status and scale of pay of the library staff.

Academic status and better pay scales of the library staff may enhance the job satisfaction and job involvement among the library staff and thus reduces the organizational stress of the library staff. This increases the efficiency of the staff by which they are able to render efficient and effective library services.

1.2.4.1.4.2. Library Staff and their Responsibility

Academic status and pay scale also carry certain solid obligations. The library staff should not forget that they are there to put books and other documents to maximum use. They should serve the readers with Mona Lisa smile. The staff should develop certain attitude and interests, which are essential for promoting the use of books.

1.2.4.1.4.3. Library Staff and the Readers

The attitudes of the library staff towards the users of the library are very important. The first law demands that librarian must be a good human being. So every person on the staff of the library should be a good judge of human Behaviour, have the ability to understand human psychology and handle all types of readers. Librarian should be a guide, a friend and a philosopher to every reader who visit the library. This is the message of the first law in its true sense.

1.2.4.1.4.4. Library Staff and Reference Service

To provide maximum facilities to maximum number of users in

minimal span of time should be motto of the library staff. Books must be used to the largest possible extent with least difficulty and trouble, they must be also used as tools of extending the horizon of knowledge. It is the true refrence service, that can establish true contact between reader and his book.

1.2.4.1.5. Book Selection

The book selection policy of a library also has to take care for the first law. Only such books should be selected which are relevant to the users need. The books should be attractive in appearance so that the readers are tempted to pick them up. The books should fill up the readers with pleasure. These qualities of books increase the use of books.

1.2.4.1.6. Library Techniques

Proper classification and effective cataloguing are essential for promoting the use of books. A badly prepared catalogue and wrongly classified book will result in non-use of books, or minimize their use.

1.2.4.1.7. Publicity

The first law demands the wide pubilciy of each and every book in particular and library in general. There are so many effective ways of publicizing a library and its book stock. Bringing out the list, "NEW ADDITION OF BOOKS" to the notice of the readers may enhance the use of books. The latest arrivals may be displayed at least for a week. Abstracting and indexing service and SDI service may also be useful.

In brief, the implications of first law have been profound, rich and revolutionizing. The law has changed the philosophy of librarianship.

1.2.5. SECOND LAW : EVERY READER HIS/HER BOOK

The second law of library science extends the message of the first law. The message of the first law is, Books are for Use, the second law says 'Books are for the Use of All'. Thus the second law stressed the democratization of the library, where every reader has equal right to get the book of his interest, The first law is a revolt against the conservative concept of "the books are for preservation, and replaces it by the concept, "books are for use", The second law revolt against the feeling that the books are for a choosen few and declare that books are for all without any reservation.

If the approach of the first law is from the side of the book, the approach of the second law is from the side of the reader. If the first law vitalized the library, the second law magnifies the library in to nation wide necessity. If the first law threw open the doors of the existing library, the second law plants new libraries and bring about culture of new libraries. Therefore, the revolution brought by the second law, is of a more advanced nature.

Every reader his or her book means books for all. Books for all symbolizes, "Education For All". The concept of democracy recognizes the rights of the man. The emergence of middle class as a strong froce in politics, development on socio-political thoughts, development in industrialization, creation and production of books in abundance, tremendous progress in the field of science and technology led to the universal education which in trun demanded libraries with rich collection.

1.2.5.1. EDUCATION FOR WOMEN

In the old days, education to the women was not encourged. Women were aimed at breeding, entertainment, and accomplishment, not at learning. The modern scientific experiments of the psychology of women have revealed that an educated woman can not only make her home an ideal one, but also can be a far better and surer guarantee of the education of the posterity than a literate man. Therefore, Every Women her Book is the guiding motto of the libraries. Modern libraries provide equal services to persons of either sex.

1.2.5.2. URBAN AND RURAL FOLK

According to the message of the second law the ruralities cannot be denied their right to education through the use of books. Rural areas being covered by opening rural libraries, branch libraries or through mobile libraries or delivery stations. As in the past, the city folk cannot deny their rural brothers their constitutional and birth right to educate them through books.

Variety of well-built, well-written, well-illustrated books should be promptly and regularly served. Books on local needs, on their festivals, books on the agriculture and its tools, cottage industries, etc., would be quite useful in converting the ideas of inhabitants and making them lovers of books.

1.2.5.3. Books For Children

The word "Every" includes children as well. They too are entitled for books. Their books should cover the entire universe of the knowledge in a special way, in distinctive style of exposition, with a high proportion of illustrations, bold face printing and an attractive physical get up.

1.2.5.4. Books For Artisans

Artisans are also included in the word, "Every". To convert them library users, it is necessary to serve craft centered sets of books, written from the angle of the craft in question.

1.2.5.5. Books For the Neo-Literates

"Every" word also includes neo-literates. The neo-literates do not read books, as they are not trained to read books. There is a need for a set of graded books for their use. Simply elementary books containing alphabets, simple words and phrases' should be provided to these readers.

1.2.5.6. Books For the Last Docile

"Every" includes also the persons of lowest intellect (the ten percent in the intellectual scale). They need speaking books, well-illustrated books in a simple style, sound records. A sound book will appeal to the readers in a triple ways through the ear, through the eyes, and through the phonetic symbols.

1.2.5.7. Service to the Workmen in the Factories

Foremen and workmen in the factories also come in the categories of the library readers. They are often of the lowest quartile on the intellectual scale. It is the duty of the library to take care of this category with the aid of latest know that could be supplemented by an effective and efficient reference. To enable them to pick-up the exact details from such books special care is to be taken of their standard, both in style and in proportion and nature of illustrations.

1.2.5.8. Service to the handicapped

Handicapped are also included in the word "Every". In this category

following are included :
(1) Mentally sick; (2) Patierlts;(3) Prisoners; (4) Permanently disabled;
(5) House bound (6) Seafarers; and (7) Alumni.
The handicapped, too, have the right to continuously educate them.
Their services also come under the preview of the second law.
University libraries should provide library services to their alumni to
retain their interest in reading and loyalty to their institution.

1.2.5.9. THE SECOND LAW: IMPLICATIONS
Varied the taste of the world, therefore, varied is the requirements of
the readers. It is the obligation of the library to provide every reader
his or her book. The second law fixes some obligation on the state,
the library authority, the library staff, and the readers.

1.2.5.9.1. Obligations of the State
When we say "Books For All' the state or the government
automatically comes into the picture. The state has certain obligations
to its citizen and one of these is to provide to all equal right of
access to information and to read. UNESCO has declared right to
information as one of the fundamental right of every citizen.
Dr. Ranganathan has discussed the obligations of the state under
three sub-heads:

1.2.5.9.1.1. Finance
Sufficient finance is the first requirement for running a chain of
libraries in order to provide library services to all. It should be the
duty of the state to provide it. The state can provide it in two
different ways :
(i)   By giving Grants: The state may allocate a fixed amount every
        year or during a plan for library development.In this
        method the state is not bound to allocate or release a
        particular sum of amount every year.
(ii)   By levying library cess: The state authorities, local authorities,
        may levy library cess as surcharge on certain taxes
        such as propery tax, entertainment tax, etc. The amount thus
        collected be deposited in the 'Library fund'. Dr. Ranganathan
        recommended this method. Library legislation is a tool for this
        method.
The two methods are means to provide finance for running public library
services in a particular state. Both these methods have their merits and

demerits. The second law insists that it is the duty of the state to provide sufficient finance.

1.2.5.9.1.2. Library Legislation

In democracy every citizen has the right to read and right of access to the reading materials. It is the duty of the state to provide facilities of reading throughout their life. Enacting proper library legislation could fulfill this demand and this is the demand of the first law. Western countries realized this demand long back. But India is lagging behind in this direction. Only a few states have enacted the library law. Some of the states that have enacted the law have still to implement it. Second law lays emphasis that the state should consider enactment of library legislation with a view to provide every reader his or her book or in another words "Books For All'.

1.2.5.9.1.3. Coordination

Coordination means coordinating and linking the library service at each and all levels. It is usually found that all libraries or most of the libraries of the state function in isolation. This is against the spirit of the second law. Coordination among libraries ensures   maximum utilization of the available resources of the country or the state as the case may be. If the state desires this can be done very easily. In such a system all the libraries, right from the National Library to the State Central Libraries, District Libraries, Sub divisional Libraries, Block Libraries, and Village libraries are linked with each other in the form of a chain. Book collection and services of can be one made available to another library as and when need arises.

1.2.5.9.2. Obligations of the Authority

According to the Second Law, the Library authorities have obligations in the selection of books and staff. A library has limited finance. It has to select books within a certain- financial limit. Therefore, knowledge of the readers requirements is must before making the book selection. Only then, every reader can get his or her book.

Library authorities should select the staff of their libraries with greatest care and competency. Only those should be selected who have competency and professional zeal to serve the readers. This is the message of the second law. Therefore, it is wrong to transfer unfit person to the library. This violates the demand of the second law and this

is Fatal. Only competent staff can bridge the gap between reader and the book more effectively Staff can make or mar a library.

1.2.5.9.3. Obligation of the Library Staff

It is not sufficient if the library authority just make adequate and competent staff available. The staff of the library has to be constantly conscious of the second law while discharging their duties.

The second law emphasizes the need for reference service by the staff with full devotion and involvement. By establishing rapport with the readers they can dig. out their actual mental or intellectual needs. They can link the right book, with the right reader. The second law demands that the user be served with comprehensive information of material of his interest. Reference service is the only effective tool in this direction.

Some time the material matter of interest to a reader may be contained in a chapter or in a few pages of the book. Therefore, there is every chance of the reader missing such matter. To avoid such a situation, the library catalogue should have profuse subject analytical or cross-reference entries, which would draw the attention of the readers to the relevant content of the book in which they are interested.

The term "book" in "every reader his or her book" also include micro documents like articles in a periodicals. In the present context of information explosion searching of pertinent material become Herculean task. The second law of the staff gives active help to the readers to locate and use such material with the help of tools like bibliographies, indexing and abstracting services.

1.2.5.9.4. Obligation of the Reader

The second law expects the readers also to discharge some responsibilities. Readers should be willing to observe library rules. By doing so they help the library staff to help them. There are readers who misplace, steal or trar off pages from the books with a view to monopolise their use. The result is gross violation of second law. All such acts are to keep other readers away from books. The second law strongly advocates user education programmes in libraries.

1.2.5.9.5. Resource Sharing

Due to the explosion of knowledge, even with the best efforts it is not possible to make the library self- sufficient. There is hardly any

library in the world that is capable of ensuring every reader his or her book. There is a need for resource sharing among the libraries. The resources of one library should be available to another library on network at all levels i.e. local, national, and international. This is an important step in the direction of satisfying second law.

1.2.6. THIRD LAW: EVERY BOOK IT'S READER

The third law of library science proclaims," EVERY BOOK ITS READER". The demands and implications of the third law are more rigorous than the second law. The second law recommends that every reader should get his or her book(s). The reader can go to the library and can make a search of the book. The second law therefore, fulfilled easily. On the other hand third law suggests that "EVERY BOOK SHOULD GET ITS READER." this is much more difficult to achieve as compared to the achievement of the second law. The reason is that: the books are dump, deaf and mute entities, therefore, they cannot go to its reader, nor it can make a search for him/ her. Readers also 'do not. take a book easily'. The fact that a book cannot go to a reader, and   a low percent of literate population go to the library. As in the first the approach is from the angle of the book. Every book in the library should have a chance of finding its appropriate reader and being used by or her. Investment in the unused books is a dead investment mid a waste This important factor should always be kept in mind.

1.2.6.1 IMPLICATION OF THE THIRD LAW

Some actors that contribute for the satisfaction of the third law are as under :

1.2.6.1.1. Open access

Any type of publicity would not bring the desired result unless the library allows open access to books. Open access provides an opportunity for the readers to go to the stacks at their will and pleasure. It provides an opportunity to the reader to lay his hand on any book he wants. Use of books in an open access library is pre-supposed by the knowledge of classification system in use of library. The user should have the knowledge of constituents of the call number : the class number, the book number and the collection number and the roll of each of them.

Books are arranged in classified manner on shelves in open access

system, and readers have freedom of access to them. Readers can browse through the shelves, and they may come across books of interest to them the existence of which they may not be aware. The chances of readers noticing the books and reading them are enhanced by the open access system. Therefore, third law advocates open access system.

To make the open access system a success, the staff of the library and the readers have certain responsibilities and obligation vested in them. The class" ied arrangement of the books is constantly maintained. The shelf rectification- restoring the misplaced books to their correct place should be done regularly. All types of guides—shelf guides, bay guides, plank guides; etc., should be provided and maintained.

Readers should also conduct themselves with a sense of responsibility. They should resist the temptation to misplace books deliberately, mutilate or steal books or indulge in other unsocial activities.

The advantages of open access to library shelves provide an opportunity to users to get access to other books in the library kept along with the particular book in which user may be interested. In this process of browsing, he gets not only more information about books in his field, but also in related fields. In closed access there is no possibility of browsing.

The disadvantage of open access is that the readers quite often misplace books on shelves. This may deny other readers the benefit of browsing. But the advantages of open access system outweigh the disadvantages.

1.2.6.1.2. Shelf-Arrangement

The shelf-arrangement of books plays important role in making the books finding their appropriate reader. The third law advocates classified arrang-ement of books, based on their thought contents. The author approach to the books is provided in the catalogue. This immensely enhances the possibility of books attracting the attention of their readers by either of the two approaches. By means of well devised guides and labels, added by the catalogues and indexes to classification, a reader can get his book, and a book its reader without any kind of assistance.

1.2.6.1.3. Library Catalogue

Well-planned classified arrangement of shelves is highly desirable but it is not self sufficient in it self, to attract for every book its reader. It has to be supported by a catalogue, because shelf arrangement and

catalogue, both are twin processes. One cannot be divorced from the other. The main entry along with its added entries, prove of a great help to, the readers. It is the catalogue that provides useful information about the books and help in the selection of appropriate book.

1.2.6.1.4. Reference Service

Books are mute and inert. They cannot reach the hands of the readers themselves, till the reference staff interprets their thought contents. The third law requires the provision of 'the human factor' as canvassing agent of books. The reference staff knows the qualities of the books, and is also conversant with the requirements of the readers. Therefore, they have to act as match-maker between books and the readers. Experienced reference staff can make a library like Kaleidoscope.

1.2.6.1.5. Publicity

Publicity is the art of influencing public opinion and demand. Publicity could be either of general nature or individual centered. The former type includes publicity about value of books in general, inspiration and education, role of the library as a social institution, about library statistics, standards, etc. Media like press, radio talks; public talks, demonstration tours, attractive signboards, exhibitions, brochures and handbills, celebration of library weeks, etc. may best be used.

Publicity is a powerful tool to attract the readers to the library and thereby to increase the chances for every book to find its reader.

1.2.6.1.6. Extension Work

The objective of extension work is to turn the library in to a social center whose function is the encouragement of reading. Some well established extension services are mentioned below:

(i)   Institute of reading system in which books are read to illiterates
        at sated hours.
(ii)   Adult education clubs for liquidation of illiteracy.
(iii)   Undertake translations or making the local residents to translate.
(iv)   Systematic exchange of books between libraries.
(v)   Arranging public lectures.
(vi)   Special library lectures by the staff or other experts. Story hours for children, dramatic performances, etc., celebrating local

festivals, national events, etc.

(vii)   Organizing Readers Circles for- Women, Children, Writers, etc.

(viii) Audio-visual shows.

1.2.6.1.7. Book Selection

According to Dr. Ranganathan one of the means of fulfilling the demands of third law is to give full weight to the taste and requirements of the readers. It is the work of book selection. Some of the important factors to achieve this objective are as under :

(i)   Suggestion received directly from the readers.

(ii)   Suggestions received by the assistants at ready reference desk.

(iii)   The notes made day to day by the reference staff on duty.

(iv)   Main vocation of the local public.

(v)   Respective events of national or local importance.

(vi)   Impression gained in interviews with leading members of the society.

The problems of third law would be minimized to a large extent by a well-balanced book selection policy.

1.2.7. FOURTH LAW: SAVE THE TIME OF THE READER

Save the time of the reader is the message of the fourth law of library science. It-really means that a reader should not be delayed unnecessarily. This type of delay causes dissatisfaction among the readers, and a dissatisfied reader ceases to come to the library. The profession of librarianship is different to other professions in many ways. For example if a student is not satisfied with the teacher (does not understand what has been taught), he would approach the teacher again and again. If a patient was not cured, he would continue to consult the doctor. Hence in other professions, the dissatisfied client increases the frequency of visit, but stops his visits when satisfied. It is just adverse in case of library profession and its clients. A dissatisfied client avoides coming to the library Only satisfied clients continue their visits. Therefore, to achieve the objectives of the library, it is necessary to keep the readers satisfied. Maximum service in minimum time can only make a reader satisfied.

1.2.7.1. Subjective versus Objective Time

The term "Time" in the law includes subjective as well as objective time of the readers. The time actually spent is the objective time and the time felt is the

subjective time. To make this concept clear let us take an example, a person might have actually waited for a bus for half an hour, because he waited in idleness, therefore, he will say that he was waiting for one hour for the bus. Here subjective time becomes much more than the objective time, because the person actually had to wait for half an hour, but he feels that he waited for one hour. The reason for this is the idleness. Similarly while sitting in examination hall answering the questions asked for, one is taken aback when the supervisor declares that half of time is over. In this case one is so indulge in answering the questions that he feels subjective time less than the objective time. It is, therefore, more necessary to save the subjective time of the readers. This can be done only by paying attention and making him feel that he is being looked in to. If they develop a sense of waste of time in the library, they are likely to avoid coming to the library.

1.2.7.2. IMPLICATIONS OF THE FOURTH LAW

To save the time of the reader following factors should be taken care of:

1.2.7.2.1. Open versus Closed Access

Like the third law, the fourth law also advo ates open access system in the library. In closed system, readers do not have access to the books directly. They have to stand outside the stack room and request the book they want by handing over the list of books to the library staff on duty. The staff member may bring some books or report the non-availability of the books. It may also happen that on seeing the book, reader may discover that none of them meets his needs. He will have to prepare another list and again wait. This trial and error method have to be repeated time and again and yet his need may not be fully met. Lots of time is spent on this process.

But in open access, the reader is engaged in handling and perusing the books himself and he is not conscious of passing of the time. So lot of his subjective time is saved. In a well- arranged (classified) library, where there is no misplacement of the books, his objective time could also be saved. Therefore, open access is an effective means of saving the time of the reader.

1.2.7.2.2. Shelf-Arrangement

Shelf-arrangement of books in the library is essential in making the books finding their appropriate readers. Therefore, the arrangement of books should be in classified manner based on the thought content of the book. An author approach is provided in the catalogue. Therefore, both will help the reader to find his/her book and every book its reader.

There should be provision of "RECENT ADDITIONS SHELF" placed near the entrance for attracting the readers. Easy accessibility should be provided to the readers. There should be only one row of books on the shelves. Proper stack room guides must be provided at various places in the stack room area.

1.2.7.2.3. Library Catalogue

Cataloguing of books should be done keeping in view the different approaches of the readers. Preparation of Cross Reference and Analytical Entries play a vital role in fulfilling the requirement of the fourth law. The catalogue should be rectified regularly and kept up to date to meet the demands of the readers.

Card form of catalogue or computerized system will be easy to consult and thus save the time of the readers.

Adaptation of cooperative or centralized cataloguing will not only save the time of the library staff but also help the readers to find their books immediately.

Two other systems namely selective and simplified, cataloguing also save the time of the library staff and the time of the library staff and the time of reader to consult the catalogue.

1.2.7.2.4. Bibliography

Bibliographies provide instant access to information on a subect. These help the users to select works of relevance to their study in a quicker way. Topical bibliographies prepared by the library staff will come handy to the users of the library. Cumulative indexes to journals, National bibliographies, Union catalogues, etc. also contribute in saving the time of the readers.

1.2.7.2.5. Reference Work

Reference work helps a lot in saving the time of the readers. A. fresher may baffle with the system, tools, and procedures of the library The library staff should initiate the readers into the library

me chanism. He should be sympathetic to the readers, but should also a be polite. The reader should never feel that he has been instructed. The behavior of the staff should put the readers at ease and comfort.

'Ready reference service by phone, post and "in these days by e-mail will save the time of the readers. For this, good collection of refrence books is essential.

1.2.7.2.6 Charging and Discharging System

The process of making necessary entries before permitting a reader to borrow the books for home reading is termed as charging work. The reverse process of receiving the books back when the reader return them after the home use, and relieving the reader from all further responsibility about those books is known as discharging. The old method of daybook and ledger is time consuming. There are some libraries still following these systems. It means library is not paying due regards to the fourth law. It is a result of efforts to simplify the process and to reduce the time involved in the operation that modern issue systems- like the ticket system, photo-charging system, and computerized charging system have been evolved.

The library must also make some provision for reservation of books so that a reader may not unnecessarily waste his time in searching the book every time.

1.2.7.2.7. Location of the Library

The location of the library also contributes to the success of the fourth law. A library located at a central place, a place where majority of potential readers live, establishment of branch libraries and mobile libraries definitely contribute to saving the time of the readers.

1.2.7.2.8. Documentation and SDI Services

Substantial time of the readers is wasted in literature search from most general and current issues. The library should, therefore, undertake compr-ehensive or selective, as the need be, documentation services including Selective dissemination of Information Service (SDI). All these documentation services will definitely save the time of the readers.

1.2.8. FIFTH LAW: LIBRARY IS A GROWING ORGANISM

The fifth law of library science enunciates a fundamental principle that should govern the planning and organization of libraries. It is an

accepted fact that growing organism will only survive. Library is a growing organism because it has all the attributes of a growing organism. It means that the size (collection and space), readers, and staff of the library grows. This is a artifical interpretation of the law. It is essential to know the biological aspect of growth in order to under stand the under lying meaning of the concept.

1.2.8.1. BIOLOGICAL ASPECTS OF GROWTH

Biological sciences have proved that :

(i)   A living object or organism grows, or in other:' words, an-object. or organism that grow is living object or organism.

(ii)   A living organism, which ceases to grow, will decay soon.

(iii)   There is a limit of apparent body--growth of living organism. In other words, after reaching the optimum stage. of growth, the apparent growth stops. But even then the object grows internally to keep the system alive.

(iv)   In the process of (i) and (iii) above the object or the organism casts off old materials and takes in new materials.

(v)   The two types of " growth" as state? under (iii) above are known as "growth by accretion" and "growth by replacement or renewal" respectively. For example, the growth of a child is growth by accretion: in it apparent growth takes place, which is visible. On the other hand the growth of an adult is only "growth by replacement or renewal" which is not visible, yet growth takes place in body: new blood replace old blood, new cells replace old cells, etc. This is continuing and is life long process. Life comes to an end after this process stops.

The biological facts given above make clear the concept of growth. These facts are true to all growing organism. Therefore, "growth" implies child growth and the adult growth, both including casting off old materials and taking in new materials

1.2.8.2. GROWTH IN LIBRARIES

As mentioned before, the object of growth in library is its size (collection and space), readers, and staff. This also follows the established factors of "growth" and therefore, it should not be thought that three elements -size, staff and reader will continue to have "child growth" for unlimited period. According to Dr. Ranganathan, " The fifth law invites our attention to the fact that the library, as an

institution, has all the attributes of a growing organism, A growing organism takes in new matter, casts off old matter, changes in size and takes new shapes and forms".

1.2.8.3. IMPLICATIONS OF THE FIFTH LAW
Following are the implications of the fifth law :

1.2.8.3.1. Growth in Size
Three main constituents of the library are- Books, Readers and Staff. A modern library is the trinity of all these three factors. There should be a balanced growth in all the three factors. Some libraries, have growth in terms of readers, but no proportionate growth in other two factors, books and the staff. In some libraries there has been continuous growth in books and readers but not in staff. Proper and balanced growth among the three constituents indicates good health of the library.

1.2.8.3.1.1. Reading Materials
A modern library must have a live, well-chosen selective and growing collection. A library must purchase new books and journals, audio-visual materials, and other informational documents to operate the library. The growth of reading materials has its effects on the followings

(i)   Library Building
The immediate impact of the growth of reading materials will be on the building of the library. As regards e reading size of the building it should not only meet the present needs but also future need so far as it could be foreseen. New principles of architecture such as modular design and dry construction are being fully exploited to face the onslaught of the fifth law. Modular design keeps the building as open as possible while construction retains its flexibility.

(ii) Library Catalogue
The fifth law has an impact on the size of catalogue room. A unit cabinet is required for every 8000 volumes. The number of catalogue cabinets will increase in a dynamic library. Therefore, this impact of fifth law should be born in mind while designing a catalogue room.
The impact of fifth law on the physical form of catalogue is also obvious. Therefore, Fifth law fight against the printed catalogue as it does not reflect to actualities of the stock, due to losses and

withdrawal of books in the library. Moreover, it becomes out of date the day it is printed.Card catalogue introduces great convenience, freedom, neatness, and up-to-datedness in maintenance of all type of records.

The card catalogue is equally good in all kinds of catalogues-author, dictionary, or classified. Introduction of computer in library also has its impact on catalogue.

(iii) Classification Scheme

Library is a growing organism and as the Universe of subject is also accelerating at a terrific speed, it is necessary that the classification scheme must be comprehensive, embracing all past and allowing places for any possible addition to knowledge.

The fifth law will soon outgrow any enumerated scheme of classification. It will need a freely faceted analytico- synthetic scheme of classification to accommodate the emerging new subjects and thus keep pace with fifth law.

1.2.8.3.1.2. Casting off the Old

Since growth in collection is unavoide, therfore, it is necessary to weed out old, obsolete, unused and   torn   reading   materials   in order to provide space for new reading materials.

Weeding out need not necessarily mean discarding of books. It only means the removal of books from the library where their relevance has ceased in order to make room for current and relevant books. Such books may be stored where they are available for occasional use. Different libraries in one area can store such books at a central place. This can be one of the areas of cooperation among libraries.

1.2.8.3.2. Readers

The growth of libraries measured in term of continuity, eternity and perpetuity depends upon the growth of readers. The growth in the volume of readers would definitely effect on the following

1.2.8.3.2.1. Reading Room

The growth in readers quires that the reading room must be flexible to the growth of documents, furniture, and accommodation for the readers. A well-planned and attractive reading area having comfortable seats with proper lights is source of attraction and inspiration for the readers. There should be cubicles for serious readers.

1.2.8.3.2.2. Issue Counter

Increase in the number of readers, leads to the increase in the issues. The location, size, and shape of the issue counter must, therefore be take into consideration to meet the requirements of the fifth law. The issue system also affects the size of the counter. There must be sufficient space for returned books inside the counter, along with the space for readers and staff. Property counter should be located near the entrance where the readers can deposit their belongings.

1.2.8.3.2.3. Open Access

Open access system is the only means of meeting the demands of the fifth law. Closed access system is unable to meet the growing demands of the readers. In open access system, the readers are involved in search of their books, and can pick out the books of their choices.

1.2.8.3.2.4. Charging and Discharging System

Old ledger system failed with the growth of issue work. Browne Charging System achieved a spectacular success in coping with increased issue work. Reader's Ticket, Book Card Charging System has its own advantages to meet the increased issue work. The method is helpful in keeping daily statistics, identifying the borrowers in making the readers responsible for their tickets, and in fixing the limit of the number of books entitled for loan.

1.2.8.3.2.5. Safeguard

As the number of readers increases, the number of problems also increase. The problem of theft of reading materials from the library becomes acute in open access libraries. Therefore it necessitates the need of some safeguard measures.

The entrance and exit must be through one and only one gate. The gates should be normally in locked position. The gate should open only if the counter assistant releases the latch. The gateway should be big enough to allow one and only one reader to pass through at a time. All other doors and windows should be 'Book Proof'. There should be constant and effective vigilance in the library.

Corresponding to the increase in the book collection and the number of readers, new services will have to be introduced. Depending upon the nature and interests of the readers, the services will have to be diversified. The reference services will have to be intensified. New

information services, based on modern technology will have to be introduced. Fifth law, therefore, could -urge the library authority to remember that it is only an adequate and well-qualified staff that can convert the library into a service center and academic workshop. There should be proportional growth in staff with the increase in books and readers. There should be separate staff for each unit. Each unit should be organized into sub units as they grow in size; e.g. Administration Section; Acquisition Section; Technical Section; Periodical Sec Reference Section; Lending Section; Binding Section; etc.

There should be periodical transfers of the staff. The library should evolve a selection policy and promotional policy in consonance with rules of the parent organization. Working environment must be conducive for creative, spontaneous and innovative work.

1.2.8.3.3.1. Staff Council

It is better to organize a staff council, which. may deal with standardization of work, inter-sectional relationships, collection development policy, improving library services by innovative methods. According to Dr. Rangariathan stall-council may consist of the librarian, the heads of sections and one representative of each section. The function of staff council will be to advice the librarian:

(i)   In solving problems. involving inter-sectional relationship;

(ii)   In the systematization of the work of each section with due regard to the efficiency and economy of materials, energy and time;

(iii)   In developing the library resources in harmonious manner;

(iv)   In developing methods for improving the service to the public, and

(v)   In organizing extension work.

The librarian should encourage the members ers to take part in meetings by providing free and frank environment. Such meetings often lead to high productivity Job satisfaction, job involvement, less organizational stress, quality of work, team work, creativity, etc.

1.2.8.3.3.2. Spirit of Hive

The library has to work on all days and for long hours. Therefore, the organization of reference section. arid circulation section need greatest managerial skills and care. There should be absoulutecontinuity in work and the change in shifts should be

effected smoothly and quickly, without any type of destruction. The members of the staff should inculcate within themselves the; Spirit of the hive. They must have most cordial relations among themselves. Self should be vanished. Every achieve-ment should be anonymous and common to all.

1.2.9. CONCLUSION

The five laws of library science are the. mainsprings from which all. library activities emerge. They constitute the basic philosophy of library science and librarianship. With their formulation, Dr. Ranganathan infused a, new life in to librarianship and changed it into a science known as library science. In fact, a craft into a full-fledged profession and discipline. They keep us constantly alert to the new methods and practices that should be introduced in the library to serve the society in a better way. They constitute a yardstick for testing the validity of every thing done in relation to the library. The five laws of library science fit in to the modern framework of an information society.

1.2.10. SELF CHECK EXERCISE

Answer the following questions in brief :
Q.No. 1. Mention the various levels of normative principles.
Q.No. 2. Enumerate five laws of library science.

1.2.11. ANSWER FOR THE SELF CHECK EXERCISE :

Q. No. 1.

The various levels of normative principles and their roles are as under :

To distinguish the levels to which the respective sets of normative principles belong, they are denoted by the following distinctive terms :

Sr. No.	Level	Name of the Normative Principle
1.	Basic Process of thinking	Basic Laws
2.	Library Science	Fundamental Laws
3.	Classification	Canons
4.	Helpful Sequence in array	Principles
5.	Work of Classifying	Postulates, and Principles for facet Sequence.

Q. No. 2.

    (1)   Books are for use.
    (2)   Every reader his/her Book.
    (3)   Every book its reader.
    (4)   Save the time of the reader.
    (5)   Library is a growing organism.

2.12. KEYWORDS :

Book	:	A packed carrier of information and knwoledge.
Growing Organism	:	A biological phenomenon indicating growth, not necessarily indicated externally
Information Society	:	A society in which the central instrument of change, force and direction is information and knowledge.
Knowledge	:	Organized information irrespective of physical from.
Reader	:	A person using resources of a library.

1.2.13. REFERENCE AND FURTHER READINGS.

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LESSON NO: 1.3   AUTHOR: Dr. AJIT SINGH

Library in Society: Place of Library in Dissemination of Information.
Changing Role of Library in Socio-Economic Development, Education and Recreation

The library of any time and at any place would be expected to perform four major basic functions-collect, arrange, preserve the reading material and make these available on demand in min mal span of time. But in the present situation it is not sufficient for a library to restrict its activities to these four areas. The aforesaid concept of a library is its derivative, traditional or conservative concept. The library of yesterday opened door for the whole universe of readers, but library of today has not only opened the door more widely, but has also moved out of its walls to reach largest target group of knowledge seekers.

1.3.0 Objectives

This lesson gives an overview of new role of libraries in dissemination of information in education, research and development, cultural activities, etc., which are foundations for overall development of the society.

After the study of this part of the section, you will be able to :

1.   Explain the need of libraries to meet different requirements of common man in society; and

2.   Understand the expanding dimensions of library services in the changing society

To meet the requirement of the lesson, the lesson is designed into following structure:

1.3.1.   Introduction
1.3.2.   Library: A Social Institution
1.3.3.   Place of library in Dissemination n of Information
1.3.4.   Libraries in Socio-economic development
1.3.5.   Library and development of education
1.3.5.1. Formal Education
1.3.5.2. Informal Education
1.3.5.3. Stimulating Reading

1.3.1. Introduction

The foundations of modern society are its civilization, culture and web of social relationships along with instinct of cooperation with each other. Library is a product of `cultural maturation' and is really a response to the total communication patterns of modern society. Library and society are interlinked and interdependent. Libraries without society have no origin and society without libraries has no significance of its existence. Civilization, cultural' heritage and social social relationship are the foundations of society, nation and world and these foundations are always developing become more stronger and permanent with the passage of time along with the all round growth of the society. To protect the society from degeneration, advancement in the area of education, knowledge and infromation is essential. In this direction many organizations and institutions of society are engaged and try to contribute their maximum for advancement in their respective fields. But contributions of libraries are reflected in all the fields, as library is a social institution.

1.3.2. Library: A Social Institution

The library has been created by actual necessities in modern civilization. It is now a necessary unit in the social fabric. It is a product of society for its cultural advancement. The traditional function of a culture is to enable a group to survive, and this principle implies the conservation of the past. Not only do the libraries conserve our culture, but as agencies of communication, play an important role in its dissemination. Library is in actual the mind of society; It reflects the social aspirations. The modern society now expects man to be self-governing, truth-loving, a believer in the unity of means and ends and non-violence. He should be well-informed, generous, tolerant, reverant, a champion of freedom of thought and

expression, a citizen of the world, imaginative, aware of beauty, and desirous of making the world, safe for democracy, liberalism, parliamentarianism, and humanitarianism. When we expect such magnificient moral, social, cultural and political values of the society in 'respect of man as individual, we realize the full potentialities of the library in society.

Libraries offer a a 'princrpal road to achievement' becomes an axiomatic truth, and libraries take firm roots in the social concepts. The descriptions of library as 'Mind of Society'; the 'House of Wisdom'; the `House of Learning'; the 'Community's Intellectual Centre', a 'Training School for Democracy', project its influence in moulding the life of the community.

Following are the major roles played by the libraries as a social institution :

1. To assemble, organize, preserve, socialize, and serve all expressed thought embodied as manuscripts, books, periodicals, their constituent documents, however minute, and every other similar document produced as a means for communication;

2. To help in the transmission of knowledge of the earlier generations to the later ones;

3. To help in cumulation and further building up of knowledge from generation to generation;

4. To help in the contemporary development of knowledge, by the unintended and purposeless repetition of effort and the consequent wastage in the research potential of humanity; and

5. To conserve the research time of humanity by the separation of literature search from positive search.

The advent and advancement of democracy; the extension of the horizons of the education; the intensification of research and the virtual explosion of knowledge and information have necessitated the need of well-stocked, well-staffed, well-organized and up-to-date library. Libraries play a vital role in :

(1) Dissemination of Information;

(2) Socio-economic Development;

(3) Development of Education; and

(4) Positive and Constructive Recreation

1.3.3. Place of Library in Dissemination of Information

Human society has travelled a long journey from Stone Age to the age of technology. The age of technology, in which we are living today, arid the technological revolutions are founded on the pillars of information. Our present society is thus information-based society. It would be pertinent to mention here that information is being produced today with such an alarming speed, which can only be imagined. There is a vast ocean of information in every discipline. The more we learn, the more is left to be learnt. Every individual in the society-whether he is a student, a researcher, a specialist, a layman, a professional, an industrialist, a worker, a child or an aged person needs information of one kind or the other. This implies, taking steps to ensure that the available information reaches the right user. And there can possibly be no better institution than a library for collecting, analysing, storing, and disseminating right information to the needy user on one hand, and to find and locate right user for right information on the other-hand. Libraries are thus indispensable for the society for meeting, its informational needs.

Information embodied in documents is a great national and international resource. Scientific and technological knowledge has been expanding at a terrific rate and speed and this growth rate is continuing 'Information Explosion'; 'The Flood of Literature'; 'The Rising Information Tide; etc.

The basic information role of library is to collect reading material in different forms containing information through appropriate methods JAI to prove itself an information centre. Therefore, libraries should be equipped and organized so that these will be able to serve its community with types of information and resulting into on demand and in anticipation of demand.

Transmission of scientific information is a precision job, demanding special care and clean perception as to not only how information is to be dealt with but also what that information is to whoms it intended for, and to what degree does the process of transformation of information help in the advancement and use of science. The research potentials of nation should be conserved with least dissipation. Society is now finding helpful to assign the function of document search, retrieval, and service to libraries and information centres. The library profession is also sharpening its tools and techniques to retrieve and disseminate graphic knowledge to the

individuals and groups in society through `Filtration' and `Repackaging' of information.

The explosion of information has led to its storage and retrieval through international agencies like UNISIST, ICSU, IFLA, and international information systems and services like INIS, AGRIS, DEVSIS, INSPEC, MEDLARS and SPINES; and through national agencies viz. INSDOC, SENDOC, DESIDOC, NISSAT, SSOC (India); BLAISE, INFOLINE, EURONET (U.K.); LOCKHEED, SDC, OCLC (U.S.A.); and VINITI (Russia). In India some Networks- SIRNET, DELNET, CALBINET, INFLIBNET are also established to help the dissemination of information.

MARC, INDEX MEDICUS, etc. services for indexing and abstracting are also contributing a lot. Every agency or research institution is equipped with a library serving as an information bureau and machines particularly computers are being pressed into service.

The library, thus help in the contemporary development of knowledge and conserve the precious research time of the humanity by separation of literature search from positive research. The library and information centres act as catalyst to transmit the ideas, facts and feeling from the mind and soul of the author to the reader who in turn, generate new ideas. Thus it become 'roots and fruits' of modern research and all intellectual developments.

1.3.4. Library in Socio-Economic Development

The library is an important social institution serving society in several ways. Its functions include among others, educational, informative, socio-economic, industrial and cultural aspect. The important factor that has contributed to the change in the functions of a library is the reading material itself, its variety and volume of output. The reading material may be in any form: 'books', periodicals, gramophone record and non-print materials. The growth of recorded information, particularly in the form of periodicals, has been tremendous in recent years. The development of science and technology, particularly after World War II, has resulted in the founding of large number of new journals in the field of science and technology therefore, the process of locating, evaluating and channeling needed information has become an important problem. Simultaneously, new equipment and procedures are changing our ways of handling information. The only answer to this problem is the role of library and information centres which are

capable of handling information by adding new dimensions to the traditional profession. The use of information in the field of science and technology is the life blood of socio-economic development of any society or country. Library contribute to the socio-economic development of the society by handling the information in an effective and efficient way and preserve the resources of the nation.

In the above context socio-economic development refers to constant, speedy and all round development of the society, which result to increase in per capita income in the society. This enhancement is in technological, economic, educational, political, social and cultural development levels. These type of developments are prerequisite for an innovative society.

The overall development of society can bridge up the gap between the rich and the poor, the rural and the urban, the illiterate and the literate, the administrator and the subordinate. This will be reflected in a co-hesive relationship and co-operation among the various constituents of the society.

With the socio-economic development of the society, its organizational structure/natu re will become more complex. In such a complex society, decision making process would be a hard nut to crack. Right information to the right person at right time can only solve the problem of efficient decision making and can enhance its effectiveness. Library, the transmitting centre of information can help the society with its social roles.

In India the role of library and information centres is more important. Library can help the farmers, industrial workers, business men and others by providing them pertinent information according to their current needs expeditiously.

For the socio-economic development, the co-operation and co-ordination among different libraries and informatnon centres are essential which will enhance the competence of all such institutions of the country. Library is an agency which can help in socio-economic development of the society, most efficiently, effectively and economically. Highlighting this role: of libraries, Gaenes says, "To keep the society from being swamped by ignorance require the utmost ingenuity and leadership from librarians as well as from educators, sociologists and politicians." The role and responsibility of a library to make better citizen is more important and vital than providing facts and figures. Every society has realized this as will be evident from

the Kenyon Committee report which put on record. "the public. interest in libraries has greatly increased and we believe that there is now a far healthier belief in the value of knowledge and in the importance of intellectual life. The public library is no longer regarded as a paeans of providing casual recreation of an innocent but somewhat t important character, it is recognized as an engine of great potentialities for national welfare and as an essential foundation for progress in education and culture without which no people can hold its own in the struggle for existence."

Out of numerous functional aspects under which the library can be considered, a choice will have to be made. As modern society devotes the greatest part of its energy to economic activities, to it is obvious that the library must be dealt with as an economic institution. This involves not only its own econnomic processes, but also the general influence which it exercises on the economy through the cultural and intellectual function. Therefore, libraries and information centres are essential for socio-econorriic development of the society.

1.3.5. Library and Development of Education

Education implies cultivation of intellect. The library is the most effective and economic medium for spread of education and dissemination of information. Education is a process and from childhood to old age every one continuously passes through this process. It enables the individual to knwo himself, the vicissitudes of life about him; and learn the levels of the true, the good, and the beautiful. Therefore, briefly speaking education aims at :

    (i)   imparting of knowledge and skills;

    (ii)   inculcating values; and

    (iii)   imparting vocational skills.

    This education is received by the individual in two ways :

1.3.5.1. Formal Education

The formal education is achieved through educational institutions like school, college, university and other institutions. There will be a continuous interaction between the teacher and the taught. Various apparatus like libraries, laboratories, educational technology, etc., are used for effectiveness of formal education. The library attached to a institute of formal education should have a collection of books relevant to its courses of study in the institution. Students should be encouraged to read books and imbibe the knowledge contained in

them. At the earlier stage of education like school this should be done to supplement class room teaching. At later stages, particularly in colleges and universities, the focal point of learning should gradually shift from class room to library. It is through the extensive reading of variety of books bearing on a subject that a student will be able to acquire in-depth knowledge of the subject. By being able to analyse and compare different view-points as expounded in different books, a student will be able to develop his capacity for analytical. and critical thinking. This will lead him to formulate independent view-points and opinions about the subject of study.

Apart from school and college libraries, the public libraries too have responsibilities to support formal education. To impart this function, the public library must stock books, and other reading material of academic nature suitable for students and teachers of educational institutions of the area of public library and make these reading material, available to them. The public library has to serve the whole community, therefore, it should not ignore the important constituents-students and. teachers of the society.

The present day education is no more one way system in which the students had passive participation. The institution serves as a centre for arousing and stimulating intellectual curiosity and desire to learn among students and ultimate source for satisfaction of all these is naturally, the library where suitable information or knowledge sources are collected, organized, preserved and disseminated on demand.

1.3.5.2. Informal Education

In informal or non-formal. education the help of teacher is minimal and library is the main source of help. Ed cation is a life-long process. Formal education ends after certain stage in one's life. It is through informal education, man keeps himself abreast with the new knowledge, new skills and new means and methods of developments. All these have to acquire knowledge by self study. Here libraries-academic as well as public-platy their major role. There is no limit of knowledge and there will be no limit to learning through libraries, therefore, public libraries are often described as 'people university.'

The libraries attached to formal educational institutions, should try to make their services reach as wide as possible including students of formal education.

Today in a distant mode of education, the responsibilities of libraries

is enhanced, because this mode of education is just between formal and informal education. Therefore, the main responsibility of supporting non formal education, rests with the public libraries. A public library should try to discharge this responsibility by acquiring books and other supporting materials suited to the needs of students of the area.

It is now being realized that non-formal or self-education permeates the whole life of individual if not from womb to tomb, it is truly from cradle to grave. Informal or self education cultivates in the individual the virtue of self-help, self-confidence, self-reliance, and initiative. For this, most appropriate agency of continuing self or non-formal education for people of all ages, all walks of life is the library academic or public. Therefore, the library, if it is to achieve its fullest role in society, must not act passively to make books available which are needed by a potential user, but actively to stimulate the use of books.

1.3.5.3. Stimulating Reading

As a social agency, the most important function and continuing activity of libraries is stimulation of reading, guidance of reader in selecting his/her book in the form of planned reading programme, book talks, reviews, display and exhibitions, browsing areas, open access, etc. Libraries can do their best work for children "Catch them young" should be motto of all public libraries with well stocked, well organized, attractive children section. Fulfilment of five laws of Library Science should be the uiltirnate goal of the library to get people into library.

1.3.5.4. Education for Illiterates

Literacy is only a means of education, riot education itself. It is, no doubt, the most important means and not having it (literacy) is a serious handicap. Today we have any of er effective means of education that modern technology has developed. The audio-visual media mainly video-tape, have made possible to bring education at door-step. It is a special responsibility of he public library to work in this direction. Libraries should organize learning clubs and other programmes of oral communication for educating illiterate people.

1.3.5.5. Education of Working Groups

Library should acquire and stock books relevant to the needs of people engaged in different vocations, industries in the area. By reading such books they will be more informed and well educated in their respective

field of work and thus be able to discharge their duties efficiently This help from libraries will lead to greater productivity. The contributory role of public libraries in this direction needs priority.

1.3.5.6. Education for Physically Handicapped

It is the duty of the government and society to arrange for the education of physically handicapped persons. Appropriate learning and teaching materials are required for education of this category. Books and other learning kits for blind, etc. are essential in addition to other physical facilities. Libraries attached to these institutions must help these unfortunate persons and get them educated and rehabilitated in society.

Education of today is becoming more and more library oriented, therefore, it is rightly said "A university is as good as its library." Library leads to active participation of students in educational system. The library is, therefore, indispensible for society for meeting its educational needs.

1.3.6. Library in Recreation

The term recreation in reference to library denote "such use of leisure time as will promote personal happiness and social well being." The healthy use of leisure is a matter of great importance in community life so that leisure time is not devoted to negative and destructive activities which may lead to society to degeneration. Therefore, library should provide material for relaxation, entertainment, adventure, etc. and stocked books should be suited for the purpose. Novels and other forms of literature, works of arts, books of travels, biographies, popular magazines are primarily sources of recreation, therefore, they should have a place in every library.

The new generation of library users are strongly o oriented towards audio-visual materials. Therefore, libraries must not be concerned only with books, but they should acquire all main media of communication including non-book materials.

This recreational function of the libraries gets impetus by extension activities of the libraries. Exhibitions, Lectures, book weeks, zalks, film shows, etc. play major role in the entertainment of the public and keep them engaged during their leisure time. Libraries also organize cultural activities for the recreation of the public.

Recreational uses of library services reflect. into an educational nature and from increased leisure matched by greater educational opportunity comes a

readership that requires access to information and to recorded knowledge on a greater scale than before.

1.3.7. Changing Roles of the Libraries

All these factors alongwith advancement of science and technology, computer science and communication have radically changed the conventional roles of the library. The new demands of users have to be met by several activities based on documentation; information analysis; filtration, consolidation and repackaging of information; computer based information systems, etc., that have sprung up in the last half century. Many of these advancement have also provided a new vista for commercialization of information products and services, thus providing a way for an information industry which is growing and flourishing by leaps and bounds. These rapidly changing roles of the library have made an eminent information scientists to remark that "in a metaphorical sense, we are moving from a Ptolemaic with the library at the centre to a Copernican one with information at the centre and the library as on of its planets" (Robert S. Taylor). The great Greek Mathematician Plotemy, propounded the theory that earth was the fixed centre of the universe with the heavenly bodies moving around it. Copernicus, the Polish astronomer, changed this concept saying that the earth is only one of the planets that circles the sun the solar system.

The aforesaid statement vividly brings out the chang ing dimensions of knowledge and information and institutional mech an mechanism to handle them. Now, information is at the centre, while earlier the library (collection) was at centre. This new dimension demands proper organization and operation of many modern information systems and services.

1.3.8. Conclusions

According to Dr. Ranganathan, "Libraries produce material happiness, mental joy and spiritual delight; they are social institutions charged with the duty of providing the m eans for the perpetual self education of one and all; and contribute to the circulation of ideas, the harnessing of leisure, the demands of democracy, the spread of literacy, and the success of commercial and industrial organizations. Libraries are indispensible for society. These educate, reform and convert an individual

into better citizens. The opening of more and more libraries may reduce the number of prisons, police stations, and courts of law. These social institutions will always be needed but in a library oriented society, their number would certainly be less. Libraries are roots and fruits of civilization. The library, thus, affects society and is an acknowledged agency with which society must be concerned.

1.3.9. Self-Check Exercises

Q. No.1. Describe the role of library as a social institution.

1.3.10. Answers to the Self-Check Exercises :

Question No.1.

Following are the major roles of libraries as social institutions

1.   To assemble, organize, preserve, socialize, and serve all expressed thought embodied as manuscripts, books, periodicals, their constituent documents, however minute, and every other similar document procured as a means for comunication.

2.   To help in the transmission of knowledge of the earlier generations to the later ones;

3.   To help in cumulation and further building up of knowledge from generation to generation;

4.   To help in the contemporary development of knowledge, by the unintended and purposeless repetition of effort and the consequent wastage in the research potential of humanity;

5.   To conserve the research time of humanity by the separation of literature search from positive search.

Q. No.2. Describe and distinguish formal and informal education.

Formal Education :

The formal education is achieved through educational institutions like school, college; university and other institutions. There will be a continuous interaction between the teacher and the taught. Various apparatus like libraries, laboratories, educational technology, etc., are used as a part of formal education. The library attached to a institute of formal education has collection of books relevant to its courses of study in the institution. Students should be encouraged to read books and imbibe the knowledge contained in them. At the earlier stage of education like school this should be done to supplement class room teaching. At later stages, particularly in colleges and universities, the focal point of learning should gradually shift from the class room to library. It is through the extensive reading of variety of books bearing on a subject that

a student will be able to acquire in-depth knowledge of the subject. By being able to analyse and compare different view-points as expounded in different books, a student will be able to develop his capacity for analytical and critical thinking. This will lead him to formulate independent view-points and opinions about the subject of study.

Apart from school and college libraries, the public libraries too have responsibilities to support formal education. To impart this function, the public library must stock books, and other reading material of academic nature suitable for students and teachers of educational institutions of the area of public library and make these reading material, available to them. The public library has to serve the whole community, therefore, it should not ignore the important constituents-students and teachers-of the society.

The present day education is no more a one way system in which the students had passive participation. The institution serves as a centre for arousing and stimulating intellectual curiosity and desire to learn and the library satisfies the urge to learn by providing information sources in an organised manner.

Informal Education

In informal or non-formal education library is the main source of help. Education is a life-long process. Formal education ends after certain stage in one's life. It is through informal education, man keeps himself abreast with the new knowledge, new skills and new means and methods of developments. All have to acquire knowledge by self study. Here libraries-academic as well as public-play their major role. There is no limit of knowledge and there will be no limit to learning through libraries. Therefore, public libraries are often described as 'people university.'

The libraries attached to formal educational institutions, should try to make their services reach as wide a clientele as possible including students of formal education.

Today in a distant mode of education, the responsibilities of libraries are enhanced, because this mode of education is just between formal and informal education. Therefore, the main responsibility of supporting non-formal education rests with the public libraries. A public library should try to discharge this responsibility by acquiring books and other supporting materials suited to the needs of students of the area.

It is now being realized that non-formal or self-education permeates the

whole life of individual if not from womb to tomb, it is truly from cradle to grave. Informal or self education cultivates in the individual the virtue of self-help, self-confidence, self-reliance, and initiative. For this most appropriate agency of continuing self or non-formal education for people of all ages, all walk. of life is the library—academic or public. Therefore, the library, has to achieve its fullest role in society, must not act passively to make books available when needed by a potential user, but actively to stimulate the use of books.

1.3.11. Reference and Further Readings

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BACHELOR OF LIBRARY AND INFORMATION SCIENCE

PAPER – DELB-1101T

Foundation of Library and Information Science

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TYPES OF LIBRARIES

STRUCTURE

1.4.0 Objectives

1.4.1 Introduction

1.4.2 Types of Libraries

       1.4.2.1 Public Library

       1.4.2.2 Academic Library

       1.4.2.3 Special Library

       1.4.2.4 National Library

1.4.0 Objectives

After studying this lesson you would be familiar with

(a) Various types of library;

(b) Public Library and its branches;

(c) Academic library and its branches;

(d) Special library; and,

(e) National library.

1.4.1 Introduction

This lesson discusses various types of libraries. Traces historical development of the word library. Detailed study of Public, Academic, special and National library has been undertaken.

1.4.2 TYPES OF LIBRARIES

The word 'Library' is derived from the Latin word 'Libra' which means bark of a tree (that was a writing material). Its evolution is traced to another Greek word 'Librarian' which means a bookcase. The term describes a collection of books and other literary material which have been kept for reading, study and consultation. *ALA Glossary of Library and Information Science* defines library as "a collection of material organized to provide physical, bibliographic and intellectual access to target group with a staff that is trained to provide services and programs related to the information needs of the target group". It has three

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organs which constitute the library :

Reader (Target Group)

Library

Books   Trained Staff
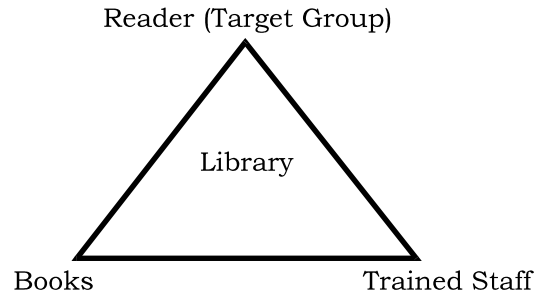
      Though bookshop is also a collection of books but cannot be called a library because its purpose is different. It does not have library features. According to Dr. S.R. Ranganathan "a library is public institution or establishment charged with the care of collection of books and making them accessible to those who require the use of them."

      Whether you show the works of man's spirit and imagination in the form of pictures hung upon a wall, as plays acted before an audience, or as books made accessible on the shelves does not really matter; the important thing is the degree to which the organization involved is larger than any individual and has the capacity to outlive change and serve the needs of the time.

      It is commonly believed by scholars that civilization had its beginning in the fertile valleys of Tigers and Euphrates Rivers. Aided by a favourable climate, rich farming lands, and his growing skill as a farmer, man gradually became able to live generation after generation in the same place. His development of agriculture has been evaluated as "perhaps the greatest stride forward that man has ever taken. For in a settled agricultural economy population multiplied; nomadic tribal settlements became towns; and towns grew into cities. In the cities governmental economic social and religious institutions were developed; trade, commerce, and industry expanded; and technological inventions and discoveries multiplied. It was in the complex organized life of cities around 3500 B.C. that the wonderful instrument of writing was invented, apparently as a tool for dealing with such practical day-by-day economic, social and administrative affairs of the community as keeping of accounts, the issuing of receipts, the recording to contracts of sale and exchange, and the making of final wills and testaments.

      The first-known system of writing used for strictly practical purposes can only be conjectured. That the basic techniques of writing on clay, which handled commercial and related transactions adequately,   became sufficiently flexible to

express and record a variety of complicated historical and literary compositions. The library as an indispensable agency of civilized society became inevitable whenever and wherever records, of whatever sort, were inscribed on clay tablets, as with the first written works came; the need for a place to keep them so that they could be protected and preserved; so that they could be used when needed; and so that they could be handled on. Here then, in basic economic and social needs of both individuals and the community are the beginnings of the story of libraries and librarians.

Since recorded communications and their collection, organization, preservation, and utilization are so significant in the story of civilization, it is not readily understandable why cultural historians have not contributed more to library history than occasional brief descriptions and chance references to names and places, and meagre discussions of contributions and services. Those who have searched fruitlessly for a longer explanation, a fuller description, a newer interpretation of an ancient library may well have thought: "One would give much to know the nature of contents of Timgad's library in its prime". Even so, from the bits and pieces of history and from surviving documents and inscriptions, a fairly satisfactory story of the library can be put together. In a time of restless and radical change, like today, historical perspective becomes an essential tool for both the student and the practitioner of librarianship in accommodating and effectively handling the situations of decision making and problem solving with which unavoidably they must deal.

The indepth study of the library helps to understand certain facts of significance and importance more clearly: (1) Libraries are essential ingredients of civilized society; (2) they come into being to meet certain recognized needs, and these needs determine their forms, purposes, functions, programs, and services; (3) certain conditions-economic, technological, scientific, geographical, cultural, or social- encourage their development, and when such conditions do not prevail, libraries decline and may disappear.

1.4.2.1   **PUBLIC LIBRARY**

Public Library is a social institution which provide various kinds of information services to the community.

It is a library that is open to public without any distinction of caste, creed, race, and language or sex. It is a common place of reading for all the members of a community who use it to satisfy their appetite pertaining to education, recreation or aesthetic appreciation. It is the temple of social learning and supportive agency for life long education of human beings. Public libraries meet the needs of every strata of society. Enhancing role of knowledge obtained through public libraries in socio-economic development of the nation is

well recognised.

UNESCO's manifesto for public libraries defines a public library as one that is established under "clear mandate of law", that is "maintained wholly from public funds" and does not ask for "direct charge" for any of its services, and that is open for "free and equal use by all members of the community." It also defines public library as a "living force for popular education and for the growth of international understanding and thereby for the promotion of peace.

The 1994 revised UNESCO Public Library Manifesto defines : "The public library as a living force for education, culture and information, and as an essential agent for fostering of peace and spiritual welfare through the minds of men and women."

According to the report of the Advisory Committee for libraries appointed by Government of India, the internationally accepted definition of public library is that it is a library:

a)   which is financed for the most part out of public funds;

b)   which charges no fee from readers and yet is opened for full use by the public without distinction of caste, creed, sex, language or social status;

c)   which is intended an auxiliary educational institution providing a means of self-education which is endless;

d)   which covers learning materials giving reliable information as well satisfy the interests of readers; and,

e)   which is the local centre of information, making all kinds of knowledge and information readily available to its users.

According to *Harrod's Librarian's Glossary* "A library provided wholly or partly from public funds, and the use of which is not restricted to any class of persons in the community but is freely available to all. A major agency of enlightenment for adults, providing also for children the recorded experiences of others which will help them to into adulthood.'

Gardner says "Public libraries are agencies that speak directly to the people. They help in literacy, foster culture and directly assist the production of books in local language

Accurate and precise definition of the term Public library is almost surprisingly difficult. The use of any limiting clauses in the definition immediately excludes numerous institutions, which are generally considered to be public libraries. The only really essential requirement in the definition of public library is that its use should be free to all residents of the community on equal terms.

History of Public Libraries in India : History of libraries is as old as history of mankind. But public libraries are the product of British rule in India.

The christian missionaries, the Arya Samaj, the national freedom movement and some voluntary organizations and philanthropists were instrumental in development of public libraries. British rulers in India also setup public libraries.

Public libraries have grown and developed to be a public necessity for the development of individual and the society as a whole.

Early Libraries : The growth of knowledge and spread of education has stimulated the practice of building collection and the preservation of reading materials. This has given birth to libraries. In ancient India, since fourth century, writing and reading of manuscripts was in practice. There were many centres of learning in India. The important learning centres such as Nalanda, Vikramsila, Odantapuri, Somapuri, Jaggadal, Mithila, Vallabhi etc. had famous libraries with them.

Kings and nobles of India patronised education and encouraged writing of manuscripts and their preservation.

Nineteenth Century Libraries : During the year 1808 public libraries witnessed considerable growth in the country. Government of Bombay initiated a proposal to register libraries which were to be given copies of books published from "Funds for the encouragement of literature". In August 1835, it was meant to serve the needs of "all ranks and classes without distinction". In 1867, Government of India enacted the Press and Registration of Books Act (XXV) under which the printer of a book was supposed to deliver free to the provincial Government concerned one copy of the book and one or two more copies, if the provincial Government so desired. The additional copies were to be transferred to the Central Government.

The Imperial Library was established in Calcutta in 1891. Lord Curzon, the then Viceroy of India, promulgated the Imperial Library Act 1902, amalgamating Calcutta public Library with Imperial Library.

By the middle of 19th century, the towns of Bombay, Calcutta and Madras had subscription libraries, set up with the active support and initiative from the Europeans. These were not free public libraries.

By the end of 19th century, all the provincial capitals as well as many of the district towns especially in the three presidencies had so called public libraries. Even princely states such as Indore and Travancore (Cochin) had public libraries in their capitals.

Twentieth Century Libraries : Efforts in the modern library movement were made by Maharaja Sayajirao Gaekwad of Baroda. He was an enlightened person. He was much instrumental in promoting public libraries throughout his state. In order to organize libraries along modern lines, he invited WA Borden librarian of Young Men's Institute, New Heaven, Connecticut During his tenure

of office, 1910-1913. He established Central Library and initiated a public library system. The modern library movement in India may be said to have begun in Baroda during the first decade of century. He also conducted library-training classes to educate the staff in 1910.

During the next three decades many National and State library associations came into being: in 1914 Andhra Desa Library Association was formed. In 1925, Punjab Library Association and in 1933 Indian Library Association emerged.

In 1919, the first All India Public Library Conference took place at Madras. Soon after this event the all India Public Library Association came into being.

The Government of India constituted the National Central Library Committee in 1948. Dr. S.R. Ranganathan presented for consideration of this committee a draft Union Library Bill with a 30 year development plan.

The transformation of the former imperial Library into the National Library of the country (1948), the establishment of the Delhi Public Library with the assistance of UNESCO (1951), the passing of the Delivery of Books Act in 1954, amended to cover periodical publications in 1956, all these constituted acts of great foresight of the young Government of Free India. The Central Government has also been making efforts to start a chain of libraries through its Five-Year Plans. The Sinha Committee appointed by it in 1957 favoured introduction of library legislation in all the states.

Under Five-Year Plans, the Planning Commission, Government of India included library development in the first five year plan (1951-56). The objective was to set up a National Central Library and a State Central Library in each state, along with a network of circulating libraries consisting of deposit stations and mobile vans in villages. By the end of plan period, there were nine State Central Libraries and about 100 District Libraries.

In 1954, Government of India passed the Delivery of Books (Public Libraries) Act. This was amended in 1956 and included newspaper. Under this Act, every publisher is obliged to send books or newspaper published by him to the national library at Calcutta as well as to each of three public libraries at Delhi, Bombay and Madras.

In 1957, Advisory Committee for Libraries was set up by Government of India under the Chairmanship of K.P. Sinha. The Committee submitted its report in 1958. It recommended 25 year library plan. In 1967 Govt. of India passed the Press and Registration Act.

The Working Group by the Planning Commission recommended a target of setting up a network of libraries, reaching up to village level having a population of 2000.

The year 1972 was the year of celebration of the bicentenary of Raja Rammohan Roy. The Government of India decided that a Library Foundation carrying library service to the towns and villages should be the best homage to the memory of Raja Rammohan Roy. Thus, the Raja Rammohan Roy Library Foundation was established with its headquarters in Calcutta, to promote and support library movement in the country.

The foundation was established in 1972 It has 29 objectives, the important ones are given below :

1.   To promote library development in the country;
2.   To enunciate a National Library Policy and to work towards its adoption by the central and state governments;
3.   To help build up a national library system by integrating the services of national libraries, state central libraries, district libraries and other types of public libraries;
4.   To propagate the adoption of library legislation in the country; and,
5.   To provide financial and technical assistance to libraries.

The analysis of the objectives shows that the Foundation was envisaged as a promotional and catalytic agent, an advisory and consultancy organ, a financing institution and an executing body for library development in the country.

It has played a significant role in the growth and development of public libraries in India by providing grants for purchase of reading materials, and for construction of library buildings.

National Adult Education Programme (NAEP) was inaugurated by the Ministry of Education and Social welfare (Govt. of India) on 2nd Oct. 1978.

A Planning Commission working Group was constituted to give a report on Modernization of Library Service and Informatics for the 7th Five-Year Plan in 1985-90.

In 1985, a committee on National Policy on Library and Information system was appointed by the Government of India, Department of Culture, to advise the government on the formulation of national policy under the chairmanship of DP Chattopadhyaya. The report of the Committee was submitted to the Minister of Human Resource Development, Government of India, vide letter dated May 30, 1986.

The Foundation channels its promotional activities through various schemes of assistance. Under these schemes Foundation has rendered assistance to the tune of Rs. 3805 lakhs by 1996-97. The Pattern of assistance

is given below:

Schemes	Percentage Share
1. Book Assistance	79
2. Assistance of Storage (furniture)	7
3. Assistance for Construction of Building	3
4. Assistance for Audio- Visual Materials	1
5. Assistance Toward Organisation of Seminars	1
6. Assistance to Voluntary Organisations	7
7. Assistance to Children Libraries	1

It shows that major chunk (79%) of assistance has gone to supply of books to libraries of various categories to meet the increasing demand for replenishment of their stock with the latest titles. It is also heartening that the voluntary organisations (a mainstay in spreading of library movement in India) could be stimulated to partake substantial (7%) assistance from the foundation. It is also noticeable that the lion's share of assistance goes to building up rural libraries in the remotest parts which is the motto of the Foundation, as since its inception the Foundation has raised the slogan, "BOOKS FOR THE MILLIONS AT THEIR DOORSTEPS".

For the development of public libraries in India, (following acts have been passed to provide mandatory public library service to its citizens:

1. Kolhapur Public Libraries Act (1945) (Non functional).
2. Madras Public Libraries Act (1948) (Now called Tamilnadu Public Libraries Act.)
3. Hyderabad Public Libraries Act (1955) (Non functional).
4. Andhra Pradesh Public Libraries Act (1960).
5. Mysore Public Libraries Act (1965) (now called as Karnatka Public Libraries Act).
6. Maharashtra Public Libraries Act (1967).
7. West Bengal Public Libraries Act (1979).
8. Manipur for Public Libraries Act (1989).
9. Haryana Public Libraries Act (1989).
10. Goa Public Libraries Act (1994).
11. Gujrat Public Libraries Act (2001).
12. Orissa Public Libraries Act (2001).
13. Rajasthan Public Library Act,(2005)
14. Uttar Pardesh Public Library Act, (2005)
15. Uttara Khand Public Library Act, (2005)
16. Pondicharry Public Library Act, 2007-08
17. Bihar Public Library Act, 2007
18. Chattigarh Public Library Act, 2007

19.   Arunachal Pradesh Public Library Act, 2009

Out of 29 states & 7 Union Territories of India only 18 states & one U.T. have legal sanction to establish public libraries Act. Large part of our country is yet to provide legal base to develop public libraries.

Types : Public Libraries are of different types, such as :

1.   National Library.
2.   State Central Library.
3.   Regional Library.
4.   District Library.
5.   Block Library.
6.   Village Library.
7.   Town Library.
8.   City Library.
9.   Municipal Library.

These libraries are established, organized and controlled by the State or National or Government, Corporation, Municipality, District, Library authorities through Public Library Acts.

Purpose : There can be no general statement of public library purpose and goals that applies universally.

The UNESCO public library manifesto, first issued in 1949 and revised in 1972 by international Federation of Library Association and Institutions. (IFLA) on the occasion of the international book year is a broader charter of public library goals. It does not cover the full variety of purposes and activities to which the public library can lend itself, but it does lay down certain basic requirement that must be met. Any statement of public library purpose that incorporate these requirements can be said to be a unique for those who prepare it; yet it is unlikely that it will apply directly to other societies and to the library contexts without review and alteration.

The purpose and objectives of the public library are accordingly described in relation to three basic concerns.

1.   Needs of the people who use the library.
2.   The need to ensure that the library is located at a suitable place.
3.   The need to provide for effective means of operating it and developing its services.

Dr. S.R. Ranganathan in his Library Manual has mentioned the following purpose of a public library:

a.   It should help to enrich the life long self education of each and every one.
b.   It should disseminate upto date facts and information on all subjects to one and all.

    c. It should distribute in an unbiased and balanced way, all shades of opinion and thoughts to one and all, as a help in the discharge of their political function in respect of local, national and international affairs.

    d. It should contribute to productivity drive by offering to the industrialist, the informative books, diverse materials and facilities relating to the latest trends of thought and explorations in diverse enterprises.

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

    f. It should preserve the literary remains of humanity for posterity, as vehicles of culture and as materials for antiquarian research and in general.

    g. It should work for continued social well being, as the agency in charge of all socialized recorded thought.

In this way, the public library has to fulfil educational, informational, political, economical, industrial, cultural, social and antiquarian objectives.

Functions : A Public library generally performs following functions.

1. Information : It is the primary function of a public library to select and organise need-based literature and other means of information and education suitable to the requirements of community.

Information today is regarded as wealth, which helps to transform normal resources of a country into finished products, their marketing and earning profit. Thus knowledge and information are the generators of wealth. It also helps the economic, social and cultural growth of a country. All this information is stored, organized and disseminated by the public library. As large number of professionals, businessmen and workers etc., become members of the library, they want infomation and guidance in their respective fields of interest. Well-established public libraries are also supplying computer based information services.

2. Education : Success of a democracy depends upon universal education of people. In this context education is a continuing and lifelong process. Public library provides both formal and non formal education to the community. The foremost need is the spread of education. An educated, knowledgeable and well-informed community serves the nation well. Public libraries are helpful in formal education of the students as they build up collection for the entire community.

3. Adult Education : India is one of the largest democracy of the world having more than 100 million population but the rate of literacy is 65.38% and thus the need for adult education has been felt.

The role of public library in adult education programme is of great importance. This will provide an opportunity to illiterate adults to learn and know and create national awareness about day to day events of the country and thus infuse in them a sense of participation and total dedication in the national reconstruction programme.

4. Popular Education : According to UNESCO, the public library is "living force of popular education", it provides its services and usefulness to all groups of persons of the society.

5. Self Education : Public library is an agency for universal perpetual self education, free access to books and other documents and a stable agency to prevent literate and educated class of people from relapsing into illiteracy.

Libraries provide education in every sphere of life. The working groups engaged in different vocations, the neo-literates or even the illiterates get education and guidance through TV and Video-tapes etc. It keeps books of all types.

6. Promotion of Cultural Activities : A public library lends active support to many socio-cultural groups, such as Children's Club, Youth Forum, Dramatic Club, Teachers Association, Lawyers or Doctors Association, Film society etc. to conduct their activities through its premiers or through its rich informative, educative and cultural materials.

7. Development of understanding : A public library by providing all shades of opinion on a particular topic or issue provides an opportunity to think over the issues objectively. In short, by being an impartial information agency, it stimulates thinking and thinking removes ignorance and hatred and replaces it by understanding, love and knowledge.

8. Strengthening the Democratic Spirit : By bringing together seemingly different segments of the society on a single platform through socio-cultural activities the library slowly develops a sense of amity, a sense of respect for other groups, having different languages, religion, customs and manners. Thus sectarian life style are substituted by democratic life patterns. In this sense, a public library is a democratic institution.

9. Social Function : The library is now considered a social institution which provides free access to knowledge. Every one has the right to use the library. In the word of Richardson, "Library is an institution where books are acquired for use, arranged for use, served for use and it is the 'use' which is the motive of library". Today, the library is a necessary unit in the social fabric. Jean Kay Gates is also of the view that libraries are recognized to be "the essential ingredients of a civilised society, they came into being to meet certain recognised needs and these needs determine their forms, purpose, functions, programmes and services and certain conditions: economic, technological,

scientific, geographical, cultural and social to encourage their development.

Dissemination of social information relating to unhealthy and unsocial practices in society is likely to bring out issues into the open and rally the states people to face them boldly and profitably. Some such issues relate to child marriage, widow marriage, the practice of women burning (dowry deaths), ragging in academic institutions, portrayal of woman in low profile, corruption in public office, drinking and gambling etc. In order to enable the people to think loudly on such issues, they should be provided with free and impartial sources of information. Public library is the most suitable agency to undertake this responsibility of society.

10. Recreation and Entertainment : The public libraries have general collection for recreation and entertainment. The public libraries cater to the recreational needs of readers by adding suitable books for this purpose. Books on fiction, poetry, drama and other forms of literature, books on art and travels, books on biographies and local history, popular magazines and newspapers are the integral part of public libraries. They are a source of entertainment, information and are helpful in using the leisure time of public in a better way.

11. Inspiration : Public library through books on inspiration such as spiritual and religious books, classical works of great writer and other books of permanent values fulfil the spiritual, religious and ideological needs of its users.

12. Research : The well established public libraries have to keep sufficient material for researchers also. The researchers are also a part of the whole community.

13. Promotion of Peace : UNESCO's public library manifesto was issued in 1949 and revised in 1972. Its 3rd revision is recent one in 1994. It is in the true sense international declaration of responsibility and potential of the public library in the following words :

"This manifesto proclaims UNESCO's belief in the public library as a living force for popular education and for growth of international understanding and thereby for promotion of peace."

In short, the public library should truly be considered as the university of the people, where persons from all walks of life are able to gain education, information and knowledge.

Summary : Library consists of three things: books, readers and staff. Particularly reader establishes the nature of library. A library is a public institution charged with the function of collection, organisation and making the reading material available to those who require it. Libraries are essential

1.4.2.2   **ACADEMIC LIBRARY**

Whatever level of quality the nation's institutions of higher learning now possess or aspire to, will be determined by the character of their libraries and by the adequacy of their collections of books, periodicals, and research materials.

Academic libraries are as varied and distinctive as the institutions which they serve. There are the libraries in colleges; teachers colleges; agricultural and engineering colleges; men's colleges; women's colleges; schools; religion, law, and other professions; and there are the central libraries in the universities and the more specialized libraries in the colleges functioning within the universities.

Therefore, academic libraries comprise the libraries of schools, colleges and universities which cater to the needs of different levels of academic community and supplement academic instruction. Thus, there are three types of academic libraries, as shown below :

Academic Libraries

School Libraries   College Libraries   University Libraries
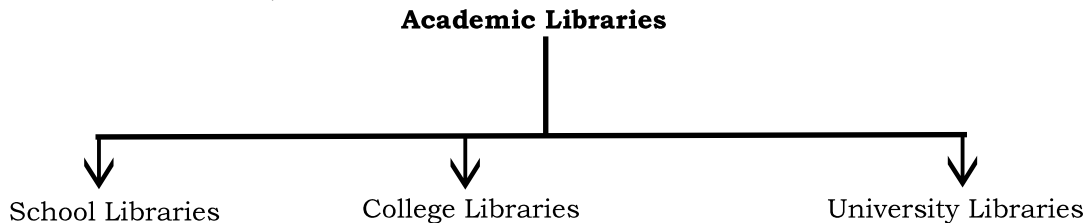
The legal base for institutions of higher education is found in the charters granted by special acts of the state legislatures for the establishment of specific institutions or in the articles of in corporation granted under the educational or corporation laws of the states. Public institutions are controlled by state or local government; private institutions are usually governed by a corporation or a trust. The legal status of the library in academic institutions may be determined by the charter or by the articles of incorporation, but, in general, it is established by the laws of the institution commissions. Under the Indian Constitution, education is a concurrent subject. Therefore, education policy may be formulated by the Union Government. But it comes under state subject also and now under local governments or Panchayats. Hence establishment of school and their libraries varies throughout the country.

According to the *Harrod's librarian's glossary,* Academic libraries are, "Those of Universities, University Colleges, and all other institutions forming part of or associated with, institutions of higher education."

According to *A.L.A. Glossary of library and information science,* Academic library is "A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the information needs of students, faculty, and affiliated staff of the institution".

Objectives : Use of books for dealing education and research has a significance. In Schools and colleges, libraries provide reading materials for students and teachers. In university libraries provide reading material for higher education and research. In this unit you will be acquainted with the libraries of all academic institutions like schools, colleges and university. Their historical perspectives, purpose and functions have also been described.

1.4.2.2.1   *School Library :* The school library is a part and parcel of the school. There are various types of schools in India, viz. Primary Schools, Middle Schools, High/Higher Secondary Schools. There are Public Schools, Government Schools, Private Schools, Central Schools, etc. Their standards and resources also vary. Though generally the high schools and higher secondary schools have set up their libraries, there are a majority of primary and middle schools which have not set up the library at all. From time to time, various Education Commissions have been set up and those have which strongly recommended that the education should be library oriented.

Definition : According to *Harrod' Librarian's Glossary,* School Library is an organized collection of books placed in a school for the use of teachers or pupils, but usually for pupils. It may comprise books of reference and/or books for home reading in the case of a professional librarian, teacher or teacher librarian.

Purpose : A school library serves many purposes. It plays significant role in helping the educational system to achieve its objectives :

1. For the purpose, it has to build up basic collection of text-books prescribed under the syllabi and courses of reading, for the use of teachers and students.
2. Being effective aid to teaching programme, it also provides reading material.
3. It has to provide reference books for the use of teachers and students. Particularly such material is very useful for the teachers in their teaching programme.
4. Since the library is a new place for the children, the librarian should give guidance, instructions and practice to the new comers, in the use of books and library's other reading material.
5. It should inculcate reading habits among the students.
6. It should develop students interest in the study of books. They should develop love for books.
7. As library is geared towards the instructional programme of the school, it should supplement the education imparted in the school.
8. The school librarian should work in cooperation with the

headmaster, teacher and the management for building library collection and providing improved library services.

History of School Libraries In India : The school library, like all other kinds of libraries, came into being when there was a need for its resources and services. When that need was limited and meager, the resources and services of the library were limited and meager. When the need grew, the library endeavored to grow but in only relatively small measures.

We can say that the school libraries including secondary and senior secondary schools are in the state of non-existence with a few exceptions. It is a fact that libraries do not exist at the level of primary schools. Few of secondary and senior secondary schools, have libraries and post of library clerks or librarians have been sanctioned by the State Government. In most of the schools, where libraries exist, they do not have library period in their time tables and the children do not get chance to see the library and have no concept of the library and its usefulness. Therefore, most of the students who join the under-graduate classes, later find it difficult to express themselves and are shy and do not come to the library. The schools where libraries existed, do not have separate stack rooms and provision for seats where the student can sit and do self-study.

Thus, schools in India need good libraries to supplement class-room teaching and provide opportunity to the students and teachers to borrow books from the libraries. The libraries must have capacity to store books and other reading materials. There should be sufficient space for students to sit and read the books of their choice inside the library so that they could form a good reading habit at the beginning of their academic life.

The Government of India appointed a "Secondary Education Commission in 1952-53" under the chairmanship of Dr. Lakshmana Swamy Mudaliar to study the working of school education in India and to recommend ways and means to put them at the right path. The Commission while recommending other things, observed that most of the schools do not have libraries. A few schools do have libraries but the books there are out dated and are not fit to suit the reading interest of students and teachers. These libraries are housed in remote and unhygienic place. The persons managing them are not trained in the job. They are either school teachers or clerks having no knowledge of working of library. The Commission made the following observations :

1. There is a need to provide good libraries in each school having sufficient and useful collection of books and other reading materials.
2. The existing libraries should have maximum collection of text-books and general reference books so that the students could make a habit of reading books other than the course books.

3.   Teaching process should be such that it may encourage the use of library.

4.   Position of libraries differ, from state to state. For example, Karnataka State leads in having maximum number of school libraries. The schools in Delhi have hundred per cent libraries and trained librarians. The position in other states is very poor.

5.   Situation in public school is much better than the government schools. Some public schools have much better libraries, for example, Delhi Public School at New Delhi, Doon School at Dehradun and Mayo School at Ajmer. The Central Schools spread all over the India, have libraries.

The Commission further made the following recommendations :

1.   A well-equipped school library is essential for the efficient working of each educational institution and for encouraging the literary and cultural interest of the students. Hence every secondary school must have a good library, class library, and subject libraries. The students and the teachers must be made to use the library not only to support the class room teaching but to encourage reading other literature as well.

2.   The school libraries must have trained librarians to manage them. The librarian must have at least certificate in library science. The person having B. Lib. Sc. degree should be preferred. He should have knowledge of working of a library. He should encourage the students and teachers to use the library fully. The school librarian should not be given any other work of the school. He must devote his time in the service of readers and for the improvement of the library.

3.   School should have separate library buildings which must have sufficient number of seats for the students to sit and study inside the library. The library building should be equipped with furniture, suited to the needs of the children. It must have proper ventilation and other facilities to encourage readers to sit in the library.

4.   In case there is no public library in that area, the school libraries should feed the general public. The public be allowed to use the library facilities in the schools. All the public libraries should have separate wing for the children's literature along with other audio-visual equipments to attract them to visit the library.

Functions : The school library must provide the following services to the readers :

1.   It must make available reading materials for the teachers and the students on demand. The books should be purchased keeping in

      view the curriculum of the schools. The library should also have books for the purpose of recreational and inspirational reading for the students. It may include children's encyclopedias, dictionaries, daily newspapers, periodicals. Adequate books should be made available to the teachers including the books for class-room teaching. It should acquire maps, charts audio-visual aids, etc.

2.   The library should help the children to expand their knowledge through the promotion of reading habits.

3.   It must help boys and girls to increase their general knowledge by reading non-text books.

4.   It must teach and encourage students the use of library tools and materials, such as library catalogue.

5.   The library must provide help to the students in finding out reading materials in the library and proper handling of books.

6.   The school students should be introduced to some other libraries, particularly local libraries in the town, so that they have an idea of library system.

7.   The school library should cooperate with public libraries to supplement its resources. Some public libraries have children section which can be helpful to school children.

8.   The children should be provided guidance and assistance to become skillful in the use of library and audio-visual material.

9.   School libraries should arrange book exhibitions on topic of interest, and should display the newly acquired books prominently for some time before these are shelved with other collection.

10.   The school librarian should work in cooperation with the headmaster, teacher and management for building library collection and for other inproved library services.

11.   Reading rooms and comfortable furniture should be provided to the students and teachers.

      Thus the school library serves many ends. enrichment of teaching by providing illustrative background material; instruction and practice in the use of books and of library; reference; extended reference (project and research work); development of pupils' personal interests; recreative reading etc. It also gives opportunity to exercise various administrative responsibilities.

      School Library Programme : The form and direction of the school library programme are determined by the objectives, curricula, and methods of instruction of school of which it is a part. Each school is different; therefore each school library is different from all others. To guide the librarian in planning a programme of instruction, service, and activities for children and

young people, following programmes should be taken into consideration.

1. The school library programme reflects the philosophy of the school and enriches all parts of its educational programme.

2. For the individual student, the library programme offers valuable experiences and instruction that starts with kindergarten and, expanding in breadth and depth, continue through the secondary school. This continuity of library programme provides for the student a cumulative growth in library skills and in the development of reading, listening, viewing abilities and tastes.

3. The true concept of a school library programme means instruction, service, and activity throughout the school rather than merely within the four walls of the library quarters. All phases of the school programme are enriched by means of library material and services. The degree to which teachers and pupils can utilise library to depend on the services, materials, and cooperation of staff of the library. Acadamic output of students and teachers measures the extent to which the library programme is successful.

4. Every boy and girl within the school is helped by the library programme according to his her individual needs.

5. Through varied types of materials, the collections of the library provide for many kinds of interests that its users have, for different levels of maturity and ability of the student population, and for the wide range of demands evoked by the curriculum and the services of the modern school.

6. The library is a laboratory for research and study, where students learn to work alone and in groups under the guidance of librarians and teachers. Thus, it contributes to the growth and development of youth by encouraging independent thinking; ability to study effectively; and in desirable attitudes toward reading, toward other media of communication, and toward all learning and research.

7. The library forms one facet of the overall guidance programme in the school by making important contributions through its teaching, materials and services for the personal, social, and vocational guidance of students.

8. School library experiences serve as stepping stones to the use of other library resources in the community and to the formation of lifetime habits of library usage, as well as to pride in the ownership of books.

Since no two schools will have the same philosophy, objectives, programme of instruction, or student needs and interests, their library

collections will not be the same. However, all library instructional materials centres should provide materials for all areas included in the curriculum and in the school programme and for recreation.

1.4.2.2.2 COLLEGE LIBRARY

Introduction : A college is regarded as an institution of higher learning which usually offers a three-year or four year course after school teaching to a bachelor's degree. Post-graduate colleges also have masters courses in various subjects.

There are several common themes in the history of college libraries in the world. In the earliest years of a college's life there was often no library, although there might be collections of books dispersed throughout the building for classroom or laboratory use. When a library was provided, it would probably be at first in the care of a lecturer or administrator as an honorary and part time librarian. It is not surprising that opening hours were limited and that stock, consisting largely of very general cultural material, was often poorly related to courses. In more recent times, classroom collections have been centralised and new libraries created.

Provision of good and rich libraries is essential for academic achievements. The college library is meant for the students, teachers and other staff of college. There is a great variety in size and collection of college libraries. Some of then have rich collection while some of them have poor collection. A well-established college library is just like a university library. Many college libraries in India are following open access system while some are having close access system to avoid loss of books.

Definition : A college library is a library established, maintained and administered by a college to meet the needs of its students and faculty.

Purpose : An educational institution is established to provide formal education to its students. Therefore, the main purpose of a college library is to serve students and teachers of the college to enable them to achieve their programmes of higher academic pursuits. Thus, the fundamental purpose of a college library is an educational one. Some of the other purposes are as under :

1. The college library has to provide assistance to the college in its teaching programme and other extra curricular activities.
2. It also provides research material and reference books for the students, teachers. It has to play an important role in the college education.
3. It provides a chance to the students for independent study.
4. It promotes reading habits among the students and makes them library-minded.
5. It provides guidance to student in various vocations, professions and

services.

6. The library assists them in providing books and other reading material in the accomplishment of their educational work.

7. It provides a chance for better and extensive study of the subject with the help of a variety of reading material available in the library.

8. It makes the students enlightened and knowledgeable citizens.

9. It helps and guides the students not only for academic excellence, but also for getting success in competitive examination.

Functions : The main functions are as follow :

1. Keeping in view the syllabi and courses of reading in various subjects a college library acquire and organises reading materials including periodicals, audio-visual material and now a-days documents in digital format also.

2. It provide multiple copies of text-books for the use of students.

3. It makes available allied literature for extensive study and wider knowledge of the subjects for students and teachers.

4. It arranges books and other reading material systematically in classified order on the shelves.

5. It maintains collection of reference books such as encyclopedias, language dictionaries, year-books, manuals, bibliographies, geographical dictionaries, biographical dictionaries, etc., and periodicals.

6. It organises library orientation programme for fresh students, so as to make them conversant with the library system, services and library rules, in the beginning of the session.

7. For extra curricular activities of the students, sufficient reading material is provided by the library.

8. Through inter-library loan, it is capable to access other sources and provides requisite materials which are not in the collection.

9. It makes arrangement of reading room for the students and teachers with attractive comfortable and durable furniture.

10. It makes provision for issue and return of books for home use.

11. It also provides reference service and an efficient reference staff should be appointed.

12. Reprographic services and other documentation services are also provided depending on the demands of students and resources of a library.

13. The book exhibition is also arranged from time to time and new acquisitions are displaced in a separate sequence for some time.

The school libraries in India are practically non-existent and the public library system is still in its infancy in many parts. So a college library is charged with the responsibility of instilling love for reading in the minds of young students.

4.2.2.3 UNIVERSITY LIBRARY

Introduction : Education is a life long process. Article 26 (2) of the universal declaration of human right of the UN proclaims that "Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedom." Higher education plays pivotal role in the development of young people.

Role of libraries in educational programmes of the country is well recognised by many thinkers. University library is a heart of university. Libraries are directly related to the development of educational, social and cultural activities. In the words of Dr. S.R. Ranganathan, "Libraries are not mere store houses, they are rich springs from which knowledge flows out to irrigate field of education and culture."

The University library not only caters to the needs of students but also fulfils the requirements of teachers and research scholars. It plays an important role in the dissemination of information and knowledge. The university library is such a prestigious institution that the standard of the university teaching is known from the quality of the collection of the university library.

Definition : According to *Harrod's Librarian's Glossary* "university library refers to library or group of libraries that are established, maintained, and administered by a university to meet the needs of its students and members of the academic staff."

The A.L.A. Glossary of library and information science defines university libraries as "A library or a system of libraries, established, supported and administered by a university to meet the information needs of its students and faculty and support its instructional, research and service programmes".

Purpose : University library has following purposes :
1. To assist and carry out instructional programme and research activities of the university.
2. To help students in the use of the library to attain knowledge in their respective fields of study and to achieve academic excellence.
3. To encourage students for self study and independent use of the library.
4. To guide students in extra-curricular use of the material.
5. To assist and cooperate with research scholars and teachers in

their study and research.

6. To access to its users to the vast treasure of knowledge and to enable them to become enlightened citizens.

Functions : A university is required to perform the following functions. Teaching, research, publications, conservation of knowledge and ideas, extension services, etc. It is very much clear that a university library is a part of a university set-up. Therefore, it exists to serve the objectives of its parent organization. In other worlds, a university library should aim at the advancement of the functions of its university. It should reflect the character of the university.

According to Wilson and Tauber, "the well-administered university library directs its activities towards fulfilment of these functions. By accumulating and organizing books, manuscripts, journals, and other materials, university library serves as an invaluable aid in the conservation of knowledge and ideas and as an active force in teaching, research, and extension programs of the university. Through direct assistance to the members of the faculty and research staff and through the service of members of the library staff as instructional officers, the university library participates in the interpretative function of the university. Through its many bibliographical and other reference services the library aids research staff who are engaged in the preparation of materials for publication."

The other functions carried out by the University Library are :

1. It acquire all types of reading material for its readers either by donation, exchange or through purchase.
2. It organise its reading materials in helpful filatory sequence with the help of classification scheme.
3. It provides easy access to its reading material. For this purpose it prepares classified and dictionary catalogues and thus provides a key to library holdings.
4. The provision of home loan of books is also made for the students, teachers and research staff of the university.
5. Library provides services to university officials, special members and teachers of affiliated college of the concerned university.
6. It provides very good reading atmosphere for its clientele.
7. It participate in networking of resources of regional, national and international libraries.
8. It helps in providing bibliographies to its researcher in various subject fields on demand and in anticipation of demand.
9. Every university library maintains a rich collection of reference books, which is a backbone of each library and service.
10. Reference service is provided to its clientele by its staff.

11. For research activities library subscribes to current journals of learned societies and also maintains back volumes of old journals.

12. It provides reprographic services to all its readers at very nominal rates.

13. Library keeps on tackling the reader problems by getting the reading materials on inter-library loan from other institutions.

14. Almost every university library introduces all its readers with its resources so that they can acquaint themselves with needed reading material and can make use without wasting their time.

15. It provides indexing and abstracting services to its users with pin pointed and exhaustive literature.

16. Some university libraries make provision of Internet as well.

Summary : Academic libraries encompass school libraries, college libraries and university libraries. They are the backbone of the educational system. School library is part and parcel of the schools. Various Education Commissions have strongly recommended that the education should be library oriented. School library serves many purposes. Basically, it is to promote reading habit among children. College library is meant for the students of the college. It caters to the needs of its students and teachers by providing different types of reading materials. The main purpose of the college library is to serve students and teachers of the college to enable them to achieve their academic programme. It acquires, organises and provides reading material prescribed in the syllabus and supplements with reference books needed by the students and teachers. University library has been regarded as a heart of university. It provides variety of services to its students, teachers and staff.

Self-Check Exercise

1. What is the purpose of school library ?

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2. Enlist three kinds of academic libraries ?

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1.4.2.3   **SPECIAL LIBRARY**

Special libraries are concerned with the research and development functions for Professional, Industrial, Government and similar kind of other organisations and provide related needed information.

Introduction : Libraries have been in existence ever since the beginning of civilisation but as public and academic libraries. The modern special library is definitely a creation of the twentieth century, when the need was greatly felt for separate libraries catering to the specialised needs of individuals and groups. Many private and industrial organisations such as business firms, manufacturers and engineering enterprises felt the need for having their own separate research libraries to serve their specialised interests. To ensure national security and country's economic viability, governments have also realised the importance of special libraries. Even some private organisations connected with government departments or business enterprises have felt the utility of such specialised libraries. After the two world wars, there has been a phenomenal growth in research and publication of reports, books and journals pertaining to these researches. This has caused a big literature explosion and often a repetition of information. To cope with this problem of scientific communication, with specialised stock of information, trained personnel and sophisticated machinery and gadgets have been created.

This has given birth to special libraries in the world. In a special library, the entire service is directed towards supporting the activities of its parent organization. Special libraries have been created to serve the needs of various fields like industry, defence, social sciences, sciences, engineering and technology etc.

Definition : A special library is, to my mind, a library that covers a single definite subject, or a definite group of related subjects.

According to *A.L.A. Glossary of library and information science,* A special library is "A library established, supported and administered by a business firm, private corporation, association, government agency, or other special-interest group or agency to meet the information needs of its members or staff in pursuing the goals of the organization. Scope of collection and services is limited to the subject

interests of the host or parent organization".

UNESCO stated the corporate form of a special library in these terms: These libraries may be attached to various bodies, such as a parliament or a government department, a scientific or other research institution, a learned society, professional association, museum, industrial association, chamber of commerce, etc.

G.E. Wright states that the "expression special library means a library which is concerned almost exclusively with the literature of a particular subject or a group of subjects."

Ranganathan considered specialization in a subject to be the characteristic that makes a library a special library.

According to Shera "any collection of library materials assembled to meet the needs of a particular group of users" is known as special library.

Elizabeth Ferguson's interpretation amplifies the "special group of users". Special libraries are set up to serve the specialized interests of organizations-business, professional, governmental and industrial and they operate as units of these organizations.

The very exhaustive definition of special libraries is given by the *Harrod's Librarian's Glossary.* According to it special library is "1. (a) A library or information centre, maintained by individual, corporation, association, government agency or any other group; or, (b) a specialized or departmental collection within a library *(Special Libraries Association bylaws revision of 1974).* 2. A collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge, and provided by a learned society, research organization, industrial or commercial undertaking, government department or educational institution. It may also be a special branch of a public library serving certain interests or occupational groups, such as a technical library; or a subject library meeting the needs of all enquirers on a given subject, such as a music library. A special library is broadly one which is neither academic, commercial, national nor public. It is intended to serve the needs of a portion of the community requiring detailed information respecting a limited subject field. Users of such libraries often require up-to-date information promptly and their requests may be for information rather than for a book or periodical known by the enquirer to contain the information required.

With a view of above definition – it is evident that a special library is that which is specializing in a particular subject or a group of subjects or a particular form of documents. Some people even consider libraries serving the needs of special clientele (e.g. blinds, prisoners, patients, children etc.) as special libraries. It is generally a small library.

Purpose :

1. The very first purpose is to support research and development requirements of its parent organisation.
2. Special Libraries are essential for specialised organisations or institutions as laboratories are necessary for experiments.
3. Libraries preserve not only the data of these experiments, but also report several such other researches.
4. It has been reported that the growth of scientific literature doubles every ten to fifteen years. Therefore it is the special library which has to strive hard to collect, weed out, preserve and to communicate the information.
5. It provides information to researchers pin pointedly, exhaustively and expeditiously.
6. It assists in providing non-conventional material.

Functions : Special library performs the following functions as under :-

1. Selection of Reading Material : The library collection forms the basis of library services in a special library. Therefore, selection must be given due importance. Funds are always limited. Therefore money should be spent wisely to meet the needs of the users, towards fulfilling the objectives of the parent organization.

In developing the collection, one should scan every possible source which has possible relevance ranging from seemingly insignificant publications to authoritative works. This would require constant vigilance on the part of the library staff so that nothing of significance escapes their attention.

2. Acquisition of Reading Material : Reading Material can be acquired through (a) gift, (b) exchange, (c) purchase and (d) membership of societies and other organizations. The success of the purchasing policy is determined by measuring the speed and efficiency of acquisition of reading material.

Finance is always limited, therefore, a special library should aim at participating in cooperative acquisition programmes.

3. Organization of Reading Material : A number of general schemes of library classification are available such as DDC, UDC, LC, BC and CC. Many special libraries in India prefer to use UDC. It can be used profitably by special libraries in the field of their specializations.

Therefore, special libraries prefer to use special classification schemes rather than general classification schemes because of their nature.

Special libraries use a standard catalogue code rather than preparing a new one for a given local library to meet local demands. Preparing a special code for local libraries is usually thought to be wasteful and time-consuming. In the context of Indian libraries, the choice narrows down to CCC and AACR2. CCC is basically meant for a classified catalogue, though it can be used for a dictionary catalogue.

While in indexing, indexing techniques such as PRECIS, POPSI, Chain procedure, Lists of Subject Headings and thesauri are available. Computer facilitates indexing.

4. Storage of Reading Material : When the reading material is catalogued, classified and indexed, it is stored in a convenient manner like on shelves or in other modern form.

5. Retrieval of Information/Documents : In a special library, retrieval function has significant place for timely and pinpointed retrieval of information that can contribute a lot to researchers and nation as well according to Ethel M. Johnson. More distinctive feature of the special library is not so much its subject matter as its service. The function of the special library is to make information available. In special library, librarian participates in fact in research by providing required information and documents to the researchers. Time factor is very important. According to Foskett, for special libraries, the Fourth Law of library science "Save the time of the reader" should be the first law of library science. Librarian plays a role of information provider.

6. To provide Current Awareness Services (CAS) : Special Library has to inform promptly of all the nascent thought in all the related field of work as well as allied fields. It can be done in many ways, i.e. by

routing of periodicals, reproduction of table of contents, producing accession lists, issuing library bulletin, etc. This is the best way to make available the latest material of the library.

7. Selective Dissemination of Information (S.D.I.) : A new dimension to CAS has been given by taking into account the individual user's interest. It is just a personalized current awareness service. In this service, the user's profile and the document profile are prepared and matched. In case, the document is related to the interest of the researcher, it is notified to him immediately. This service is very useful. Both C.A.S and S.D.I. are now computer-based.

8. Bibliographic Services : Indexing, abstracting, documentation lists and subject bibliographies of current interest are also prepared on demand and in anticipation of demand.

9. Inter-Library Loan and other Documentation Services : No library is self-sufficient. Special libraries have to borrow the material from other libraries on inter-library loan. Reprographic services and translation services are also to be provided.

10. Literature Search : The library staff search for the material, and prepare trend reports, special charts and diagrams and assist the researcher.

11. Personnel : Special library recruits very intelligent staff. According to G. Bird, "two requirements for staff are essential. Knowledge of subject of interest of the library and knowledge of bibliographical techniques and services." The staff should be very versatile, having good qualifications and knowledge of computer-based information retrieval services. They have to adapt themselves to the latest techniques in Information Technology.

12. Other Functions : It may cater to other needs of the clientele of the special library like, retrospective search; referral service, translation service, bibliographic instruction, issue of documents, data bank, newspaper clippings,etc.

Summary : Special libraries are of special nature. Its entire emphasis is towards supporting the activities of its parent organisation. These libraries may be attached to various bodies, departments and institutions. Its purpose is to support research to be carried out by the organisation concerned. It has to perform several functions to help its researchers.

Self-Check Exercise

Give any 5 functions of a special Library ?

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1.4.2.4   NATIONAL LIBRARY

Introduction : A library designated as such by the appropriate national body and funded by the national government is called national library of that nation. National library is established to collect and preserve publications of a country.

Definition : According to S.R. Ranganathan, "the national library in the country has the duty of collecting and preserving for posterity, written production of that country."

Harrod's Librarians Glossary has defined the national library as (1) a library maintained out of government funds (2) They are usually copyright libraries (3) the function of such library is to collect and preserve for posterity, the books, periodicals, newspapers and other documents published in that country, this is best done by a law requiring publishers to deposit one copy of each of their publications issued by them and by (4) purchasing books published in other countries.

UNESCO in 1970, adopted the definition of National Library as a "Library which irrespective of their title are responsible for acquiring and conserving copies of all significant publications published in a country and functioning as a "deposit" library, either by law or under other arrangements."

Based on everything mentioned above, the following definition of the national library as a standard concept is proposed.

A library is called national one when it is the official depository of printed works; a general access library; an information and bibliographical centre; and a centre of coordination, planning and stimulation of the entire library system of the nation.

History : The national library encompasses a rather wide range of libraries which differ from one another both in their problems and in the nature of their activities. There is no definitive agreement as to the typological features of the national library. Until recently, most specialists thought that archival storage of national publications was the function that took precedence over all others. This point is

justified by the fact that this function is precisely what gave rise to the national library. The national library was established to collect and preserve publications setting down the intellectual achievements of a country. Some important National Libraries are National library of India, Kolkatta, British Museum Library, London; Library of Congress, Washington.

Purpose :

1. The national library is an institution of national importance. Its purpose is to preserve nation's culture and literary output for future.
2. It preserves the books, manuscripts, rare books and other reading material for posterity of a country.
3. It fulfills the demand of democracy to provide equal access to books to all so as to utilize the library services.
4. It is a legal depository of documents published in a country. In India, the National Library of India, Calcutta (now Kolkata) is covered by the 'Delivery of Books Act, 1954', amended in 1956, as 'Delivery of Books and Newspapers Act (Public Libraries) 1956'. Every publisher is required to send a copy of every book published to the national library. The other material is acquired by the library through purchase or exchange.

Functions :

1. It provides output of comprehensive collection of the nation. (frequently as a copyright depository library).
2. It compiles and maintains national bibliography of comprehensive collection and organizes publications at international scale for the scholarly community.
3. It produces bibliographic tools.
4. It coordinates national library network.
5. It makes provision for library services to the national government or some of its agencies and other responsibilities delineated by the national government.

In addition to above mentioned functions, national library may perform the following functions :

1. The national library functions as a chief depository of the documents of the country, because of its legal privilege for acquisition of free copy of each document by the publisher

to national library.

2. It makes provision of grants sanctioned by the central Government by which the national library is able to acquire all types of reading and research material published outside the country.

3. It makes efforts to procure and accept donations and exchange publications from national and international organizations. Donations are a major source to build collection of libraries.

4. It strives for the acquisition of manuscripts of national relevance and importance, and are useful for research.

5. It also serves as a repository of various types of material from the international organizations.

6. It serves as a centre of the whole country's library system coordinating and directing the various activities of other libraries in the country.

7. It serves as a link between the country and various other countries for exchange of information and publications.

8. It is a library having a comprehensive and representative collection of books, periodicals, manuscripts, rare books, microforms, and other types of reading material, particularly useful for research. It functions as a permanent depository for the publications in a country and a repository of intellectual and cultural heritage for the use of present as well as future generation.

9. It organises its collection by cataloguing and classifying and orderly arrangement on the shelves. In addition to card catalogue, the printed catalogue in book form, catalogue in microform and in computer readable form is made available.

10. It may compile current as well as retrospective bibliographies on various subjects on demand and in anticipation of demand. It may take up many other bibliographical projects which may be useful for the researchers.

11. It may compile a union catalogue of manuscripts available in the country.

12. It may take up the project of union catalogue of holdings in the country's libraries.

13. Bibliograpical project current or retrospective, for which there is genuine demand or request from other institutions may also be taken up.
14. It works as a national bibliographical centre, planning and coordinating access to database and use of bibliographical information resources.
15. The national library provides services to users directly or through inter-library loan.
16. It provides reference, bibliographic and information services to the readers.
17. It may attend to various enquiries from government, business and industry etc. Thus, it serves as a clearing house of information in the country.
18. It plays a pivotal role in the library system of the country. It should also carry out research in the field of library science for introducing new library techniques.
19. It may offer computer-based information retrieval service for quick responsive to enquiries.
20. It may serve as a referral centre for accessing any source of information through various tools.
21. It may initiate library and information centre networking at local, national and international levels.

Some seminars and conferences have given their views about the functions of National Library.

In 1963, at the Conference of the Section of University and National Libraries of Great Britain, the director of the State and University Library in Aarhus, Ib Magnussen, named seven basic functions of the modern national library.

1. Collection of national literature.
2. Collection of foreign literature.
3. Collection and storage of rare and especially valuable editions.
4. Providing reader access to collections.
5. Providing information-bibliographic service.
6. Training library personnel.
7. Participation in planning of country's library service.

In the mid-1960s, much fruitful work was conducted in this field within IFLA by the British Librarian K.W. Humphries. As a result of

a comparative study of activities of some of the largest national libraries of the world-the British Museum Library, the Library of Congress, the Lenin State Library, and the National Library in Paris, K.W. Humphries divided all functions carried out by all these libraries into required, desirable, and optional categories. Among the required functions, he mentioned collection of literature published in the country, as complete as possible; storage of the deposit copy of national publications; collection of foreign literature; publication of national bibliography; planning and coordination of bibliographic information carried out in the country; and planning a retrospective national bibliography. In the desirable functions, he placed: participation in inter-library loan, collecting manuscript materials, and conducting research in librarianship under optional functions, he placed: organization of international and national book exchange, collecting literature for the blind, training library personnel, and methodological aid to libraries of the country.

In the report of the regional Seminar on the Development of National Libraries in Asia and the Pacific area (1964), it was indicated that the national library should :

1. Provide leadership among the nation's libraries.
2. Serve as a permanent depository of all publications issued in the country.
3. Acquire other types of material.
4. Provide bibliographical services.
5. Serve as coordinating center for cooperative activities.
6. Provide service to government.

As a result of Soviet experience and the experience of national libraries of other socialist countries, the Director of the Lenin State Library, I.P. Kondakov, indicated the following four functions, the sum total of which in his estimation defines the modern concept of the national library. They are the functions of national book depository, the largest public library, the bibliographic centre, and the methodological and research center.

Participants in the Conference of Experts on National Planning of Documentation and Library Service in Africa (1970) formulated the following basic functions of the national library :

1. To serve as the primary instrument for the achievement of coordinated library development.

2.   To serve as a permanent depository for all publications issued in the country and to collect printed material concerning the country wherever published.

3.   To publish the national bibliography.

4.   To organize the national and international exchange of publications and information.

Summary : A national library is concerned with a nation to whom it belongs. It is maintained out of government funds. It has to collect and preserve for posterity, all types of reading material. It is usually a copy right library. According to UNESCO libraries which irrespective of their title are responsible for acquiring and conserving copies of all significant publications published in a country and functioning as a deposit library either by law or under other arrangements are national libraries. A national library is an institution of national importance. And its purpose is to preserve nation's culture and literary output for future. It is a legal depository of documents published in a country. It functions as a coordinative body for the nation's libraries and is responsible for over all development of national library system. It also serves as a link between the country and various other countries for exchange of reading materials and information. It makes efforts in standardisation of bibliographical activities and preparation of union catalogue of country's libraries. Different seminars and conferences have suggested and highlighted the functions of national libraries of the world.

Other Categories of Libraries.

1.   Automated :- The characteristic of an automated system are :-

(a)   The operations are carried out automatically.

(b)   Reduces human action and save labour.

(c)   Increases effeciency and speed is operation.

Thus, automated libraries are those libraries where computers are used to perform traditional library activities as well as modern service. That is, libraries can be automated in house-keeping operations. (Acquisition, classification, cataloging, circulation, serial control) and Information handling functions (Current Awareness service, selective Disseniation of Information, Retrospective searching

etc.)

2. Electronic Libraries :-

Philip Barker defines electronic library as a system, "where the processes of a library system becomes basically electronic in nature." That is, for storage, retreival and dissemination of Information & Knowledge, electronic media is used. In other words electronic libraries are totally computerised.

3. Polymedia Library :-

Is that library that stores information and knowledge in various media e.g. on paper, CD-Roms, floppies, microfilms, microfiches etc. They are like traditional libraries, with the only difference of housing variety of media of resources.

STRUCTURE
1.4.5 LIBRARY AUTOMATION

Digital Libraries : Digital library is a relatively new concept. The term digital library explains the nature of its collection. Digital libraries are electronic libraries in which large number of geographically distributed users can access the contents of large and diverse repositories of electronic objects. Electronic objects include networked text, images, maps, sounds, videos, catalogues of merchandise, and scientific, business and government datasets. They also include hypertext, hypermedia, and multimedia compositions.

A digital library is understood to have the information stored predominantly in electronic or digital medium. The digital information collections may include digital books, digital/scanned images, graphics, textual and numeric data, digitised films, audio and video clips etc. A digital library is expected to provide access to digital information collections.

The important characteristics of digital libraries are the storage of information in digital form, direct usage of communication networks for accessing and obtaining information, and copying by either downloading or on-line/off-line printing from a master file. Digital libraries enable managing very large amounts of data, preserve unique collections, provide faster access to information, facilitate dealing with data from more than one location, and enhance distributed learning environments. They also help to perform searches that are

manually not feasible or practical and offer to protect content owners information.

The main functions of the librarian of a digital library is similar to that of the librarian of a conventional library: i.e. identify, select, procure, process, organise, provide access, preserve and manage. However, while the former is expected to increasingly deal with advanced and complex technologies in the management of digital information collections, the latter deals predominantly with the conventional library holdings. Advancements in computer hardware, software, communications and networks make it economically feasible and technically possible to deliver electronic full text to the desktop.

Virtual Libraries : Digital libraries and virtual libraries are not one and the same. All virtual libraries must, by their very nature, be electronic, but not all electronic libraries are necessarily virtual. A library with all holdings on CD-ROMs accessed from stand-alone workstations would be electronic, but it certainly would not be classed as a virtual library. The key characteristics of a true virtual library are :

   a.   There is no corresponding physical collection.
   b.   Documents will be available in electronic format.
   c.   Documents are not stored in any one location.
   d.   Documents can be accessed from any workstation.
   e.   Documents are retrieved and delivered as and when required, and
   f.   Effective search and browse facilities are available.

There has been increased interest in virtual libraries in recent times. A glance through the literature makes it clear that a majority of the efforts started in a corporate library set up where beating deadlines is all the more important due to heavy competition. The growing demand for increased accessibility, timely and faster delivery of results, and international coverage of business, technology and law has made corporate librarians look for more effective ways to meet the information demands of their customers. Virtual library is a means to meet the information demands in corporate settings. Virtual library has following features :

   a.   A library with little or no physical presence of books, periodicals, reading space, or support staff, but one that

disseminates selective information directly to distributed library customers, usually electronically.

b. A more traditional library that has transformed some significant portions of its information delivery channels into electronic format, so that many or most of its customers do not need to visit the library to obtain information.

c. A library that operates as a nexus of selected information management activities within the organisation, some of them centralised, but most of which happen through the decentralised staff, resources, systems, and outside suppliers, who are accessible and dispersed throughout the organisation.

Whatever a virtual library means, the usage of communication networks and information technology for access, searching, and obtaining is a must and this setting does not include printed material except at the output stage. It facilitates personalized service provided on the user's desktop, and desktop access to information for end-users changes the way libraries and librarians perform their usual business, i.e., serving their clientele.

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Bachelor of Library And Information Science   **PAPER –**DELB-1101T

**Foundations of Library
and Information Science**

LESSON NO. 1.5	**AUTHOR : KARAM SINGH**

LIBRARY COOPERATION

STRUCTURE

1.5   OBJECTIVES

In this unit the concept of library cooperation has been dealt. Its need

and levels have been highlighted. New name to it as a resource sharing also has been described in details. With the advent of new technology, Networking has gained much importance in the field. How networking is more helpful at various levels like local, regional, National and international will provide total picture about library cooperation/resource sharing.

1.5.0 COOPERATION

Cooperation is a association of people or agencies in some kind of activities that have common goals or aims by which benefits are enjoyed and shared by all. In other words 'cooperation' and 'human civilization' are two words which are inseparable. Cooperation in any field always pays rich divided.

1.5.1 LIBRARY COOPERATION

1.5.1.1 Introduction : Library cooperation is age-old and can be traced to 200 B.C. when Alexandria Library shared its resources with Pergamum Library. Among the later developments there are examples of library cooperation among monastery libraries in the 13th century. There were agreements among the universities of Lund, Abo and Greifswald as early as 1740. The first major union list entitled *A Catalogue of Scientific and Technical Periodicals* was compiled by Henry C. Bolton in 1885. With the advent of 20th century, the Library of Congress started cooperative cataloguing projects and began working on the National Union Catalogue. Thereafter, in the 20th century the compilation and publication of union catalogues of different types increased in most countries.

We therefore notice that the efforts made for library cooperation in the 20th century began with the compilation of union catalogues, as no cooperation could be effective without the knowledge of the resources of other libraries. The scope of cooperation soon took a big leap. It became diversified and later on incorporated various activities of libraries such as abstracting and indexing, acquisition, bibliographic access, cataloguing, circulation, collection development, continuing education (for staff and users), literature searching, management and accounting, microfilming, photocopying, processing, referral services, storage and union lists. The UNESCO-backed UNISIST programme is one of the examples. It established the world science information system. The 1971 UNISIST report says: "The trend rests upon

economic forces, and appears to be universal. Basically, the increase in volume of the information units to be processed, coupled with the increase in manpower costs of processing them, is driving the sponsors and managers of information systems at all levels to examine the reallocation of fields and resources as condition of successful adaptation to their governing responsibilities."The term has been confused with resource sharing. In the past, cooperation amongst libraries was restricted only to books and Journals, so it was known as 'Library Cooperation'. But when the field of cooperation became wider, including acquisition, processing, storage of documents and sharing of expertise of library professionals, the new term was coined i.e. Resource sharing.

1.5.1.2 Definition : According to *A.L.A. Glossary of Library and Information Science,* "A term covering a variety of organizations and activities engaged in jointly by a group of libraries for the purposes of improving services and/or cutting costs. Resource sharing may be established by informal or formal agreement or by contract and may operate locally, regionally, nationally, or internationally. The resources shared may be collections, bibliographic data, personnel, planning activities, etc. Formal organizations for resource sharing may be called bibliographic utilities, cooperative systems, consortia, networks, bibliographic service centers etc."

1.5.1.3 Need : Because of knowledge explosion in the world growth of published documents in the recent past is tremendous. As a result, no library is able to procure, process or store all documents that its users demand. No library can afford to acquire even half of all published material, both in terms of cost, and the investment in space and personnel time required to process and provide access to information. The reasons for this unprecedent growth are several. Interdisciplinary literary pursuits necessitate dependence on other libraries. The limitations of funds and space besides the lack of proper distribution channels for publications, and lack of proper book selection tools handicap the procurement of published materials in the libraries. We also notice that on one hand the libraries stack books some of which become slowly outdated, and on the other, the users demands for materials have grown so much, that the libraries cannot procure. These limitations, therefore, over the last several decades conceptualised the need for resource sharing.Five laws of

library science by S.R. Ranganathan demand for library cooperation/ resource sharing :The demand of first law is fulfilled if particular book belonging to a particular library is not in demand by the users. The book must be allowed to send on inter library loan.

To satisfy the 2nd and third law of library science devised by Dr. S.R. Ranganathan. It is in this context satisfaction of library users asumes new importance. Every reader his/her book and 'Every book its reader require special care and attention. The user must get his/her reading whether it is available with the library where he/she is registered or any other library. Similarly every book demand its user. In both the cases inter library cooperation, to satisfy user demand and the demand of the book to use it require strengthening.

Inter library cooperation is an essential activity for the modern library to maximize library use with minimum resources.

Fourth law speaks for saving of time of readers and library staff. With the introduction of inter library cooperation by using modern technologies like computer, the time is naturally saved.

Fifth law "library is a growing organism" states that collection of library is tend to increase every year by addition of new documents. This leads to a problem of storage of books. Thus the problem of shortage of space, with the help of library cooperation can be solved to some extent.

Library Cooperation Activities : Murice. B. Line finds that cooperation in modern times is helpful under the following four main activities :

     1.   "Acquiring books- selection, ordering and purchase, etc.

     2.   "Recording books- cataloguing and classification.

     3.   "Making them available- their own books by consultation and lending books not held by them by borrowing from elsewhere.

     4.   "Storing books- for present and future use."

The reasons for cooperation in the above four areas as given by Maurice B Line are summed up as follows.

1.5.1.4 Acquisition :

     1.   Each library has to acquire books so that they can be borrowed.

     2.   Local user needs must be ascertained and information on such works ascertained from publishers, booksellers or from

a central source or sources of bibliographic information.

3. The main argument for cooperation is surely not financial at all. It is simply that no library can be self-sufficient.

4. For acquisition of library materials there are several possible alternatives ranging from voluntary cooperation between large number of libraries, through nationally funded support of limited number of specialised libraries, to a national collection dedicated to the purpose of supplying books on loans and photocopies to other libraries.

1.5.1.5 Recording :

1. A high proportion of staff expenditure is absorbed by cataloguing and classification. The librarians have begun to consider that if they can obtain, reasonably good quality cataloguing and classification of documents done by outside cooperative agencies in the form of conventional catalogue cards, or by the use of computer, off-line or online, they would like to use such services.

2. Detailed subject and bibliographic access can be provided to national and other bibliographies.

3. Networks and bibliographic databases to which participating libraries contribute records are cooperative in nature. Such schemes may be cooperatively owned or managed by a particular centre. The extent of cooperation varies but the common feature is that the records can be brought from an efficient centre.

1.5.1.6 Availability :

1. Some means must be found for knowing as to what is present in other libraries.

2. Union catalogues have their place, but the more limited it is, the better it would be.

3. Local interlending services could provide 24 hour access to a limited range of material, but regional interlending systems could make little contribution to availability.

4. Automation enables union catalogues to be held and accessed online. Updating is easier with online systems and so is inputing.

1.5.1.7 Storage :

1. Shortage of space in libraries has been a perennial problem.

The problem of storing large quantities of books has become a matter of universal concern.

2.   If a store cannot be built, bought or rented, books should be donated to a national repository.

3.   A national store can save a lot of space, but if not linked to an efficient lending service it becomes a sort of national refuse.

1.5.1.8 Levels of Cooperation : Library cooperation can be achieved at the following levels

1. Local Cooperation : When the libraries seek cooperation in the nearby areas in town, city and metropolitan cities, it is called local cooperation. This activity can be monitored through telephone as well as by local managers.

2. Regional Cooperation : In this situation cooperating libraries do not fall with in the single town but belong to a region may be north or west. Here whole regional libraries will be benefited to a large extent.

3. National Cooperation : National level cooperation may be achieved among the libraries in country. If the resources of all the libraries of a one nation are cooperatively used then, inter library loan services will be facilitated at national level. National bodies like INSDOC, ICSSR, UGC academic libraries, public libraries, and National library Kolkatta are providing inter library loan services in the field of sciences, social sciences, respectively.

4. International Cooperation : Among the member nation, UNESCO has initiated deposit and exchange of reading material of their libraries. It backed UNISIST programme which is one of the best example of international cooperation. It has also established world science information system. International agencies like IFLA and FID are also extending their cooperation in this regard.

1.5.1.9 Networking : The idea of networking has become very popular among libraries and information centres. To remember, Dr. S. R. Ranganthan gave this idea long back when he wrote about the linking of libraries at various levels i.e., block, district regional and national level. Networking is new name to seek cooperation in using the resources of libraries among themselves by using new information technology like INTERNET with the help of computer.

1.5.1.9.1 Definition : ALA glossary of library and information science

defines network as 'two or more organizations engaged in a common pattern of information exchange through communication links for some common objective; and interconnected or inter-related group of nodes; a library network'. The term Network as Meadows put it 'Usually refers to a system of physically dispersed, interconnected by telecommunication channels.

1.5.1.9.2 Computer Communication Networks : Computer network means interconnected connections of autonomous computers. Two computers are said to be interconnected if they are capable of exchanging information i.e., bi-directional flow of information. Computers can be interconnected through various transmission lines such as lasers, optical fibers, satellite, copper wire, telephone cables and microwave cables etc.

1.5.1.9.3 Pre requisites of Library Networking :
1. Library networking is required to promote and facilitate sharing of resources available within a group of libraries in order to provide maximum information to users.
2. There should be bibliographic tools like union catalogues and union lists based on the resources available in the participating libraries.
3. Rationalisation of acquisitions needs are to be undertaken.
4. Delivery of documents should be fast, either electronically, through fax or through courier or mail.
5. The libraries should be willing in participation and should be willing to send professional staff for professional training. They should be willing to pool bibliographic records to the Central place of the network.
6. Libraries should have such activities like acquisition, cataloguing, classification, serials control, circulation, SDI, current awareness service, etc.
7. The network should be able to recommend to participating libraries the type of hardware they need for their in-house functions and for networking purposes.
8. All libraries should follow a standard MARC format, a standard catalogue code like AACR, a standard thesaurus like Library of Congress Subject Headings (LCSH), etc. uniformly.
9. Electronic mail and INTERNET facilities should be available

with the libraries with access to international databases.

10. Efforts should be made to have one classification scheme in all participating libraries.

1.5.1.9.4 Networks at International Level : In 1970s computer based systems brought a revolutionary change in library co-operation and resource sharing. As a result serveral library networks emerged. This co-operation is being achieved through establishment of networking systems with the help of advanced computer technology and telecommunications. The networks like OCLC, RLIN, WLN are known to be excellent examples of successful on line networks.

1. Online Computer Library Center (OCLC) : OCLC is a non-profit library network with a strong R & D function. It started in 1967 with 34 member libraries and reached to 26540 member libraries in the United States, and other countries in 1998 which includes all types of libraries. It is the world's largest merged catalogue. It has 30 million bibliographic records with 520 million holdings locations in its union catalogue.

2. Research Library Information Network (RLIN) : In 1974, the libraries of Yale, Columbia, Harvard University and New York public library formed the Research Library Group (RLG) and went for a common technical system in 1978 naming it as RLIN. By 1983, RLG had 15 members institutions and 12 million records in its database.

3. Washington Library Network (WLN) : In 1983 served 95 libraries on the Pacific Northwest.

4. Development Information Network for South Asia (DEVINSA) : This network is the outcome of the Committee on studies for co-operation and Development in South Asia (CSCD). The network aims to render service from the computerized database having bibliographic control of unpublished literature of South Asian region on social and economic-development. The Network covers six South Asian countries- Bangladesh, India, the Maldives, Nepal, Pakistan and Sri Lanka. One institution from each of these countries has National Focal point to collect information on a standard worksheet and sent it to the co-ordinating centre (Marga Institute, Colombo) for creating DEVINSA) database.

1.*5.1.9.5 Other Professional International Networks :* There have been several international information networks, such as INIS

(International Systems for Agricultural Sciences and Technology), DSISC (Development Sciences Information System), IRRP (International Road Research Programme), IOSNET (International Organisation for Standardization Network), POPIN (Population Information Network), ASTINFO (Network for Exchange of Information and Experience in Science and Technology in Asia and Pacific), CRRERIS (Commonewealth Regional Energy Resources Information System).

1.5.1.9.6 *INTERNET :* Information is generating at greater speed in every field of knowledge. Libraries and information centres are the only places where this generated information is stored, processed and made available to its users as and when they want even at any corner of the world. For this every library or information centre wants a fast communication technology that can provide the information with in no time. So in this electronic information era, Internet is an important information technological tool which help to access information at faster rate.

Internet as its name specify is network of networks which is scattered all over the world. It is the world's largest computer network. The roots of INTERNET go back to 1968 when the U.S. Department of Defence established Advanced Research Projects Agency Network (ARPANET) to link super computers and highly specialized equipment. Its aim was to create a method to transfer data effectively even in the war time. It was to share large scientific databases and reduce expensive investment where possible. The first use of ARPANET was in electronic communication. This resulted in greater interest in the networks.

Today, INTERNET has grown to thousands of regional networks that connect millions of computers and millions of users getting required services. The special characteristics of this tool is that, it is not owned by any single individual agency, institution or country. But it is a combined effort of the networks available on the earth. It is a major source of resource sharing.

1.5.1.9.7 *National Networks in India :* The developments at international level have encouraged the Indian library professionals also to think of organizing online library network to foster co-operation and co-ordination amongst library and information systems and services.

The idea of Indian library networks may be traced to the efforts made

during the last four decades. The 1958 Scientific Policy Resolution adopted at the instance of Pandit Jawaharlal Nehru emphasised the fostering of scientific approach in people. Several committees and commissions were appointed to look into and make necessary recommendations, e.g. the Sinha Committee's Report (1959), Ranganathan Report to UGC (1965), Peter Lazar Report and V.A. Kamath Report (1972). The 1983 Technology Policy Statement emphasised the need for a technology information base. In July 1984, the Working Group of Planning Commission headed by Dr. N. Seshagiri recommended to the Government the need for modernisation of library services and informatics during the Seventh Five Year Plan of 1985-1990.

In the year 1988 the National Policy on Library and Information System recommended among many other recommendations, using of Information Technology at national level. However, in 1986 NISSAT had initiated the establishment of CALIBNET in Calcutta and supported the establishment of DELNET in 1988, PUNENET in Pune in 1992, ADINET in Ahemdabad in 1993 and BONET in Chennai in 1993. BALNET in Bangalore was registered as a society in 1997. The UGC established INFLIBNET in 1988. Despite this, there was not an ideal development of library networks in India.

The brief description of some of the networks are as under :-

1.***5.1.9.7.1   NICNET   :*** The National Information Centre (NIC) commissioned its information network NICNET in 1977. The necessary expertise, hardware, software for the NIC facilities have been provided by the UNDP. One of the main objective of NICNET is to set up computer network with required communication facilities for access to information available in the country by interlinking it with District, State, Regional and National information centers.

1.***5.1.9.7.2 INDONET :*** The Computer Maintenance Corporation Ltd., (CMC) has set-up this network. It is supposed to provide communication through INSAT-IC Satellite between its Centres. It's main objective is to link the remotely placed computing centres throughout the country by means of a network for the purpose of bringing the benefit of information resource management to a wider cross section of users in this country.

1.5.1.9.7.3 INFLIBNET : Information and library Network was initiated by UGC during 8th five year plan. This co-operative network aims at pooling and sharing of resources and services available in the

information centres and University and College libraries and also libraries in R and D sector in this country. It is a multiple function/service network. INFLIBNET is a registered society with its headquarters presently at Ahemdabad. It is operating at national, regional, sectoral and local levels.

1.*5.1.9.7.3.1 Objectives :*

1. To modernise the library and information centres in the country.
2. To establish a mechanism for information transfer and access to support scholarship and academic work.
3. To facilitate pooling, sharing and optimisation of library and information resources.
4. To organise library service at macro level, affordable cost and maximise benefits.
5. To provide speedy and efficient services to the end user.

1.5.1.9.7.4 Local Networking : NISSAT has been instrumental in initiating local library networks in metropolitan cities i.e. Calcutta and Delhi.

1. CALIBNET (Calcutta) : CALIBNET was initiated by NISSAT in 1968. This is a network linking 38 libraries in Kolkata metropolitan area. The function to be automated by the participating libraries are : Cataloging, serial control, acquisition, circulation and user services of CAS, SDI, union catalogue and access to national and international network. The CALIBNET Library Automation and Networking Software, MAITRAYEE has already been developed.

2. DELNET (Delhi) : On the same patran the Delhi Library Network renamed developing Library network has been launched with the financial and technical assistance from NISSAT. DELNET is composed of libraries and information centres of Delhi interested in making use of library networking for resource sharing. These Libraries have been interconnected through E-Mail. The DELNET intends to co-operate with number of libraries in the following activities: Acquisition, serial control, circulation, building up bibliographic database and updating the same, ILL, CAS and SDI, union catalogue, transfer of document facility, making local, national and international databases accessible, etc. Now Delhi Library Network (DELNET) is known as Developing Library Network.

It may be mentioned that DELNET is likely to emerge as a co-operative network incorporating all the disciplines- Science and Technology, Social Sciences and Humanities. Website : www.delnet.nic.in

Other Networks

In addition to above, some other specialized telecommunication networks such as DESINET, ERNET, BHELNET, OILNET, RAILNET, BANKNET, POLICENET are in various stages of operation.

1.5.1.9.7.5 Sharing of Human Resources : Janent M. Gilligan rightly emphasied the need for library exchange programmes for librarians besides promoting the sharing of library resources. The need for developing suitable human resources for library automation is being felt. Gilligan advocated for the improved exchange environment suggested all library education and library administrators to encourage include exchange opportunities as an integral part of each educational programme and not only in the international area but also at local, state and national levels. We know technology is not self-implementing. It's utility depends upon the skills and knowledge of people who direct, operate and maintain it. This fact makes us realize that unless we have trained and well-informed professionals, sharing of resources through online networks using new technologies, would not be successful particularly in short run.

It would be relevant to mention here that UNESCO under the UNISIST as well as NATIS programmes have been giving particular attention to the development of manpower for library and information work for the past several years by providing assistance to the member states in various ways such as sending experts/consultants, giving fellowship or scholarships, establishing library schools and documentation.

Historically speaking, in the field of Library Science we have been influenced and inspired by the U.S. Moreover, we have been receiving grants under different programmes such as I. Indo-American Technical Co-operation Programme, II. Grants from foundation such as Rockefeller Foundation, Ford Foundation and a few others. Even now every year library professionals are being sent to the U.S. under different programmes such as indo-U.S. Exchange programme and Fulbright Research Grant.

On this pattern, in India short-term specialized programmes in Information services are being organized by various institutions or

associations such as SENDOC (Hyderabad), INSDOC (New Delhi), DRTC (Bangalore), ILA (Delhi), IASLIC (Kolkata). The role of NISSAT in this country has been commendable for providing financial and technical support to individual professionals and institutions under several exchange programmes for further study and research in the context of advances in Information Technology.

1.5.1.9.7.6 Future of Resource Sharing : The library profession has never been exposed so much in the past to the changing information scenario as it has been exposed now. In this age of information explosion the technology has progressively replaced the old methods of information collection, storage and retrieval. Today the walls of a library are giving way to electronic environments to establish links with information and virtual libraries that are getting shaped on the INTERNET. Each individual library is acting as a place for storage and service to the users while the trend is to provide shared information to the users. This advanced scenario is not firmly entrenched in India yet, although a number of libraries have INTERNET connectivity and access to other electronic resources. This scene is going to grow rapidly in the 21st century.

1.5.2 Library Consortia

A consortia is an association of two or more individuals companies, organizations or governments. Consortium is a Latin word, means 'Partnership". Library Consortia is the sharing of resources among the participant's libraries. A consortium may be a formal or in have enabled library consortia to expand both in formal agreement between two or more libraries based on a numbr and functions over their respected areas. A history of library cooperative efforts for doing work. A regional and local consortium may be based also driven by the need to provide remote users on a geographical area. So, the consortium is another form of cooperation for resource sharing. However, the idea of consortia become more relevant and practical for libraries with the advancement of computer and communication technologies that facilitate the availability of heaps of information accessible from elsewhere.

1.   Concept of Library Consortia :

Library consortia concepts came first time from academic libraries formed consortia for the primary purpose of sharing printed materials. Recently, academic libraries are having consortia to provide common

access to electronic resources across the Internet, and they are forming these consortia on a statewide basis Library. This task is very difficult for a single library. However, by forming a consortium among libraries, it becomes possible to purchase information in stabilized and reasonable prices.

Historically, the common platform of library co-operation was the sharing of union catalogue, document delivery services, storage facilities, collection development and human resources at local, national and regional level. Another form of co-operation was based on inter library loan services where co-operating libraries agree to share their resources among the member libraries. This form of co-operation enabled libraries to borrow books, periodicals and other reading materials which were not available locally. The sending of requests and delivery of materials through the postal, fax and courier services. However, the real drive for co-operation was seen after when more and more libraries started getting automated and used computers for libraries all house keeping programs.

2. Features of Library Consortia :

These are the features of library consortia following below :

* It provides each organizations and institutions with the capacity to share their resources without sacrificing the individuality of each member library.
* The collection of the Consortium libraries enable each member library to support scholarly research for its users.
* Cooperative research and development in application of information communication and technology enhances service and realizes cost effectiveness.
* Staff development and interaction with quality of service.
* It is the cooperative task to reduce the cost of purchase consortia. As a result, end users can take benefits of more resources than would be available through one library.
* To advance library services are provided with an emphasis on access to new E-resources including databases and services offered through the internet and www.
* To expanding inter library searching at less cost is possible.
* Uncertainties in legal issues are handled with more confidence.

3. Advantages of Cosortia :

Some of the important advantages of the library consortium are as

following below.
* Consortia-based subscription to electronic resources provides access to wider number of electronic resources at substantially lower cost;
* Optimum utilization of funds.
* Facilities to build up digital libraries.
* Helpful to provide better library services like CAS and SDI.
* Cost Sharing for Technical and training support.
* Electronic Journals demand neither library space nor shelling costs nor can they be stolen from the library.
* The consortium have been offered better terms of licenses for use, archival access and preservation of subscribed electronic resources, which would not have been possible for any single institution; and Available 24/7.
* Less economy expansion.

4. Disadvantages of Consortia :
Some of the important disadvantages of the library consortium are as following below :
* Absence of a printed copy of Journals.
* Require training of staffs in handling electronic documents etc.
* Consortia requires high initial investments in licensees and information and communication technology.
* Copyright problems.
* Unreliable telecommunication links and insufficient bandwidth.
* Lack of archiving and back files availability.
* Internet Access id necessary.
* Users are not accepting e-journals as per with the printed Journals.

5. Library Consortia in India :
Following are some of the examples of library consortia in India :-
1. CSIR Library Consortia (Council for Scientific and Industrial Research)
2. FORSA (Forum for Resources Sharing in Astronomy and Astrophysics)
3. HELINET (Health Sciences Library & Information Network).
4. ICICI Knowledge Part (Industrial Credit and Investment Corporation of India)
5. IIM's Library Consortia (The Indian Institute of Management)

6.   INDEST (Indian National Digital Library in Engineering Sciences and Technology)
7.   UGC-DAE Consortium for Scientific Research)
8.   UGC - Infonet.

6.   Conclusion :

Library Consortia providing for physical and electronic delivery of materials and intergrating the collection development process are all distinct and crucial steps in moving towards the twenty-first century. Consortia are tools, which will aid in exploiting the features of the e-resources as well as in effecting savings.

Summary : From the above discussion it is concluded that computer technology has transformed and substantially improved bibliographic control of documents through the information and library networking. Computers have pointed the way to an automated information society, through local, regional, national and international communication networks. It has also been noticed that conditions of libraries in India are not good enough to handle and retrieve information accurately and timely. The financial resources and spaces for housing documents are limited in almost all of the libraries. To quote Mr. Kaul, the option left with the forward looking librarians has been to promote the sharing of resources through automation and networking.

In the context of this era of publication boom, resource sharing is becoming more and more relevant and has rather become necessity. Due to resource crunch everywhere, specially developing countries must take advantage of new information technologies to make resource sharing more meaningful.

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