

# Chapter 4

## COLLECTION MANAGEMENT: AN OVERVIEW

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### 4.0 INTRODUCTION: Collection Management and Collection Development

Collection management comprises the balancing, proper organization and maximum utilization of the library materials. It includes acquiring, processing, organization and dissemination of new collections, and weed out of old and un-used documents from the library. Collection management is the development of collection and the related managerial aspects like budget planning and control, staffing, maintenance of library collection, application of conservation methods, keeping balance between various types of materials, keeping coordination with other departments like processing, reference, circulation, using performance measurement and performance indicators as well as monitoring of library materials for best utilization.

Collection organization and management is a complex and multifaceted process and its success depends on various rudiments such as policy formation, user need, community analysis, acquisition, organization, technical processing, resource sharing and weeding out. Collection management is an important library function and involves three major aspects:

- Budgeting for the collection.
- Developing policies for the collection.
- Developing strategies for building, weeding and managing the collection.

The synonymous terms collection management and collection development both are important activities in a library. The relationship between the terms collection

development and collection management has produced considerable discussions. Building a collection involves a studied approach to the selection, maintenance, development and evaluation of the library's materials. A library's position on intellectual freedom and the policy positions are equally important it takes when library materials are challenged. The needs, wants and demands expressed by the community served are driving forces behind collection management. Collection development includes the planning, selecting and building of collections in all formats needed by the user community. Different authors defined collection development and collection management in different ways; some of them are as follows:

Collection development and collection management are two synonymous terms which stated by Christopher Milson (1985), Michael K. Buckland (1989) and Paul H. Mosher (1983). On the other hand, Marcia Pankake (1984) stated that these two terms are not synonymous but consider collection development as the broader term, but Edward G. Evans (1987), Murray Martin (1984) expressed that collection management as the broader aspect. Derek Law (1996) tried to make a distinction between collection development and collection management and stated that "Collection development relates to the selection and acquisition of material for an expanding collection and decisions on the material to be included in that collection. Collection management subsume this, but also includes the allocation of book fund and the balance between books, journals and conservation; the disposition of stock between open and closed access, between different media, and between branches of the library dealing with the selection of library and stores; and finally, the monitoring and encouragement of collection use. In sum, collection management also includes issues concerned with conservation and disposal, and is aimed more at the presentation of the collection to the user than at the collection itself". Jenkins Clare and Mary Morley (1996) opined that collection development is perceived as a concept more appropriate to earlier times of expansion in higher education and academic libraries. It implies building and growing, dealing with the selection and acquisition of library materials. Collection management is more demanding term which covers acquiring materials, processing, preservation and storage and weeding out of library materials.

According to Dennis P. Carrigan (1995) collection development and collection management are two complementary activities. They are neither synonymous nor the terms subsume the other. Instead the activities dealt with collection management establish the terms and conditions for the patron's use of the collections and a return on the investment in the collection. The activities of collection development determine the investment on the collection. Therefore, the activities of collection development are superior in importance to the activities of collection management. Jutta Reed Scott (1984) stated that collection management is the systematic, planned, documented process of building, maintaining and preserving collections. It provides effective tools to shape archival collections in the future. Specifically, it encompasses four components. Planning which is the most essential function in collection management and the development of a written collection development policy is a crucial step in this planning process. A second important aspect of collection management is efficient selection or acquisition of needed materials. The third component of collection management is the on-going evaluation and analysis of collections. Lastly, fundamental to collection management is the concept of cooperative collection development and resource sharing.

Collection management aims to apply the basic components of the planning process towards building and maintaining collections. So, it can be considered as whole of activities like access, order and selection. Collection development focused on build the collections and implies a process of continuous growth. Collection development evolved into collection management is a recent occurrence. Collection development has turned out to be a sub activity of collection management in libraries. Hence, collection management is considered as the extent of activities from collection assessment, selection, order, acquisition, technical processing, organization, storage, access, utilization, feedback and weeding out while collection development is the activity related to collection building, selection, order and acquisition. The separation of acquisitions from collection development occurred in recent days with the realization that collection development must be service oriented rather than collection oriented and at least as focused upon the information needs of the university library's

clientele as upon the method of collecting materials. The collection management policy aims to present practical and basic guidelines for the overall development and maintenance of the present and future library collection to support the teaching and research activity.

#### **4.0.1 Functions of Collection Management**

In recent years collection management emerged as vital activity of the university library for proper organization of library materials. To determine the quality of library collections and services collection management is important. It covers the activities of collection building to management activities like collection acquisition, storage, organization, circulation, maintenance, access to information and library services. Some important functions of collection management are as follows:

##### ***4.0.1.1 Collection Development Policy***

Collection development policy is a course of action adopted for developing the collection in a library. It is considered as a blueprint for the operations of the library as a whole, with the help of this policy the library carries out its central task of acquiring, organizing and maintaining library materials. The policy set up the general framework for establishing the library's goal, in terms of both new acquisitions and the maintenance of the existing items in the library collections. It is usually written and developed by libraries by keeping the audiences in mind namely the broader community of library users and the library staff. The collection development policy in an academic library should be guided by the aims and objectives of the library. The policy should be reviewed periodically to keep in touch with its changing goals and objectives.

##### ***4.0.1.2 Collection Assessment***

Collection assessment is one of the important functions in collection management which determines the quality collection for quality service to the library user in present and future. Collection is measured, analyzed and judged according to specific criteria

for relevancy, size, quality and use for assessment. It encompasses analysis of both the library collection and its use by the user. It aids in understanding the extent to which the collection meets the goals and mission of the library. It should be according to the collection management policy as well planned, systematic and continuous. A periodic evaluation of library material stands as a determining factor for understanding the strength and weakness of the present library stocks. It helps in accessing the effectiveness of the library collection management policy.

#### ***4.0.1.3 Budgeting and Fund Allocation***

In a library budgeting is a planning procedure through which various program planning decisions are made. Library budget is a complex factor as libraries are non-profit organizations. It allocates the funds for different areas like purchasing printed books, printed journals, e-books, subscribing e-journals, participation for consortia, repair and binding, maintenance cost, staff salary and building infrastructure etc. which is determined earlier.

#### ***4.0.1.4 Acquisition Programme***

Acquisition programme is the import function of the collection management as it select and collects the right book in right time for a right user. Collection development and acquisition programme have always been closely coordinated in library and information centres. They depend on the objectives of the library and its parent organization. The acquisition programme includes the following activities such as book selection, book order, book acquisition, accessioning, technical processing, storage and maintenance of collection in a library.

#### ***4.0.1.5 Technical Processing***

Another important function of collection management is technical processing which transform the documents in to serviceable items. The activity mainly performed by two functions such as technical processing (classification and cataloguing) and physical preparation (pasting of spine label, book pocket and date label etc.) for

circulation. Cogswell (1987) quotes that for some time collection management has been gravitating away from the technical services sphere where it historically grew out of the library's role as a processor of faculty's book request is a conscious effort to be more responsive to changing user needs. It involves the processing of materials for easy retrieval among library users. This requires classification, cataloguing of documents that are housed in the library for efficient and effective retrieval and use by the library users. It also involves the creation of bibliographic databases the user used in the form of library catalogue or OPAC.

#### ***4.0.1.6 Organization and Staffing***

Organization is the process of establishing formal relationship among professionals and resources to achieve the goals. The organizational structure creates different positions performing various functions. Staffing is the availability of staff to assist users to use the collection. The availability of manpower to carry out the collection management operations is very crucial. In university libraries a separate department for collection development is established. It is headed by a section officer. Staffing deals with right task to right person in a work place. It is formal process to ensure that the organization has qualified staff available at different levels to meet the objectives.

#### ***4.0.1.7 Access to Resources***

Access is a process by which the library facilitated easy retrieval to collections to the user for providing access which created many challenges to the collection development professional. They have to consider the various access licenses that involved significant on-going obligations like access given to anyone who access the library through internet, only to inside user, only to anyone who comes into the library, access provided at different access nodes located on the campus, permission to print, copy or download from the resource, number of copies permissible, permission to make copies of the resource for inter library loan purpose, right to archive the material and termination of license agreements. Alertness of concerned professionals

is needed for providing access from the library materials especially in context of e-resources.

#### ***4.0.1.8 Preservation of Resources***

In the university libraries preservation of collection for future use is a challenging task as it holds a huge amount of stocks in print and electronic form and is used by many users many times. The task made more critical as both the resources i.e. print and e-resources need separate methods in application, needs recent technology and technically sound staff to carry out the process. The advent of e-resources has changed the nature in which preservation strategies are carried and implemented digitally with the help of information technology for collection management. The preservation section consists of four units such as books and paper preservation, audio-visual (AV) preservations, reforming and binding which perform respective task in their section in university libraries.

#### ***4.0.1.9 Resource Sharing***

In information explosion age the growth of literature also increasing in a vast way, as a result it becomes difficult for the libraries to acquire and keep the document in their one stop. No libraries in the world can be self-sufficient in its holdings however it may be financially sound. It creates a problem to the libraries to satisfy the today's information seekers of varied disciplines. The increased cost of materials, foreign currencies and exchange rates, shrinking library budgets are some cause behind which the libraries extended their hands for resource sharing. Resource sharing concept is old but gained momentum with computer network environment paying way for consortia. It is one of the components of cooperative collection development and management. It began decades ago as a means to alleviate problems of lack of space, high costs of periodicals, limited budgets and costly duplication especially for less used materials. Self-sufficiency in such an intellectual, economic and social environment is a myth. Resource sharing was adopted as no library can independently satisfy the needs of its users. This service connects the users with needed material and information regardless

the location of materials. According to Michael Buckland (1992) “resource sharing has two uses they are collaborative cooperation amongst libraries and effective utilization of technology.” Thus with the help of resource sharing libraries can reduce the cost, can avoid un-necessary duplication of collection and cost; and maximum accessibility of resources without losing the individual identity of libraries.

#### ***4.0.1.10 Weeding***

In a modern library space is a big issue to acquire new relevant and useful collections. Space for keeping the documents has become the major problem particularly in university libraries. Weeding of library collection is an important function of collection management. Removing of unused or not serviceable collections from a library is the main purpose of a weeding policy. The document removed from the library may be completely discarded as they are not serviceable. The documents are donated to some other library where it may be useful or kept in a reserved place which is called as dormitory library. Weeding policy based on some policy statement such as what materials to be weeded, when to be weed out, how to weed, who should weed and what to do with weeded collections.

### **4.1 COLLECTION DEVELOPMENT POLICY OF UNIVERSITY LIBRARIES IN ASSAM**

In the 21<sup>st</sup> century as the literature in different disciplines published in explosive way the collection development process is gradually becoming a critical activity especially in university libraries. The prior purpose of the collection development policy is to establish the operating guideline for a useful collection to fulfil the educational and research need of a university. Therefore the librarian should stay concern about some possible problem or aspects like problem regarding document selection, acquisition, vendor selection, problems regarding document procurement, to avoid duplication of materials, problems related to payments, problems in financial management, document price verification and problems regarding subscription of journals etc. while developing a collection in university library.



University library is a part of a university set up. It serves the objectives of its parent organization. The library must support the university's curriculum. Following are the functions performed by a university library:

- To procuring comprehensive range of documents including books, manuscripts, journals, magazines and newspaper etc. on various subjects.
- In order to organize huge collection of documents it keeps them in different sections on the basis of their categorization like text book section, reference section, journal section and thesis section etc.
- It provides facility of inter library loan to its users if document desired by user is not available in the library.
- A modern university library interacts with different information networks to give easy access to e-sources/ data to more users so that they could access the desired information even from their workplace. For example, in India university library uses the facility of INFLIBNET for the same purpose.
- It also provides facilities for up gradation of current information to the users by providing newspapers, magazines and internet facility etc.; short story book, novels and poetry etc. as a recreational tools and directories, hand books and encyclopaedias etc. for various types of knowledge required by the users in day to day life.
- It gives orientation training to the newly enrolled users to make them feel at home and to acquaint them with the library system so that they could make maximum use of library services.
- With the help of display of new arrivals, old book exhibitions, information bulletins about new library services etc. it keeps the users updated with the library activities.
- It provides reference service through reference section to establish a contact between the right reader and the right document in a personal way to attract more users.

### **4.1.1 Selection policies of University Library**

Selection of collections in university library is a most responsible task which consists of three factors such as demand, supply and finance. The selector must aware of demand and supply of the library collections, and should be conscious about finance. Selection policies of university libraries are as follows:

- The library must select and purchase adequate materials for each curriculum of the parent institute. It should also focus on recreational and leisure reading.
- Current and back volume of periodicals, government documents, research reports, doctoral dissertation, newspaper, maps and micro-production etc. should be collected for research project.
- Material must be selected by the librarian in cooperation with library staff well in advances of clientele actual needs. Faculty participation in selection should be encouraged.
- A library committee constituted with faculties across the departments of the university may be a good proposition in the process of selection of documents/information materials.

### **4.1.2 Purpose and Goals of the Collection Development Policy**

The university is the pivot in the process of higher education and library is the core of the university. University library occupies the central and primary place in teaching, research, and transmission of learning and creation of new knowledge. As such, it has to provide facilities not only for teaching and research but also for education, coursework and the study of research fields. At the same time, it has to keep abreast of the dynamic growth of knowledge and latest technological innovations and improvements in the system of education. The library materials have therefore, to meet diverse and growing needs of the educational programs at the postgraduate and research levels.

Today books and periodicals are no longer viewed as the main source of information. E-resources, online databases and digital resources have gained immense importance. This is due to emphasis on nascent information on the findings of research and the methods used in research. New methodologies for research and related publication patterns have emerged. All these factors have necessitated the adoption of a scientific collection development policy for the university library which involves the selection and discarding of materials according to some rationale. Collection development is considered as one of the critical functions within a library. The quality and quantity of a library collection have always been associated university's prestige and ranking. A library collection should be viewed as an investment and worked out considering return on investment. A library exists because of the benefits it makes possible and the benefits come essentially from building most appropriate collection. The best way is to match the collection development with the needs and interests of the users. This shall result in the greater use of the collections as well as the optimum return on the investments.

Collection development policy is formulated by the librarian, in consultation with the concerned staff members, users and committee members which helps the librarian to organize and develop the library collection in the right direction. It is quite obvious that a firm collection policy statement will help in saving money of ever constraint library budget. Collection development policies are essential tools and sound management practice demands that such tools be used in the library. For the sake of continuity, consistency and effectiveness, it is desirable to formulate a broad collection development policy duly approved by the competent authority to serve as a guide for the librarian and his staff involved in developing the collection. The policy should be prepared with utmost caution and judgment to avoid any uncertainty and confusion. The collection development policy can be a set of theoretical goals and a statement of actual practice. It should act as the guideline for various activities related to planning, budgeting, selecting and acquisition of library materials which can serve the user to meet the objective of the library.

Thus, the purpose of the collection development policy can be summarized as to fulfil the obligation of the library to the user to provide recent and relevant information; select and acquire the collection which are needed by the user; understand the users need; ensure a judicious and systematic spending on collections; and periodical evaluation of collections for proper weeding out and maintenance.

## **4.2 SCENARIO OF COLLECTION DEVELOPMENT AND MANAGEMENT AT UNIVERSITY LIBRARIES IN ASSAM**

Collection development and management is a process which contain the important practice like acquisition, storing, sharing and re-using the library collections. It needs a proper planning and organization of resources to serve the users to achieve the goal and objective of the library of parent University. It is the basic need of university library to have a collection development policy to meet the optimum level of collection standard. Universities in the state of Assam are considered to be the most productive and leading institutions of higher education in entire north-eastern region of India. Assam is a multicultural state and its universities play the pioneering role of visualizing its diverse tradition. With excellent faculty and administration, these universities generate a learning ambiance for the aspirants all across the country. Following are the examples of institute of higher studies in technology in Assam i.e. National Institute of Technology, Silchar; Indian Institute of Technology, Guwahati; North East Institute of Science and Technology, Jorhat (under the banner of ACSIR) and The National Law University and Judicial Academy, to name few. In addition to central, state and private universities; Assam established its first Open University the Krishna Kanta Handiqui State Open University under the Act XXXXVII, 2005, of the Assam Legislative Assembly followed by Dibrugarh University and Gauhati University.

### **4.2.1 Collection development and management in university libraries**

University libraries stand as a real place to support the curricular needs, instructional program, research and extension activities for the university. It serves the limited users

as teachers, researchers, students and staff area of interest of whom is already known and easily ascertainable. On the basis of the users need the collections are acquired and organized accordingly. To meet the need of the user it must build a wide variety of usable collection. A shift from print documents to electronic documents such as CD, DVD, e-book, e-journals and online databases etc. have been occurred in present time with the advent of internet and other information technology tools. Hence, the collection development policy and process of libraries have been changed considerably. New trends of consortia mode have been introduced by the libraries to a great extent. In this changing situation, library and information science professionals needs to be aware and acquainted with the latest changes in the collection development process of libraries. Now the collection management policy should give more importance in regard of e-resources.

A university library is considered as an important and integral component of any high-quality research institution. Information needs and expectations of library user are continuously changing in the rapidly changing information scenario. University libraries of Assam need to re-orient their collections, services and facilities to keep pace with these advancements. A shift to a user-oriented approach is quite evident from the recent library evaluation studies.

#### **4.2.2 Factors influencing collection development and management in university libraries of Assam**

A university's prime objective is to meet the needs of students who are interested to pursue higher education. The universities mainly stand for higher learning and research and the university library support the same through its well organized collection.

In the university libraries several factors influence collection development and management activities which include user's community, user's needs, collection development policy, collection development goals and objectives, selection procedures, format of materials, acquisition management, gifts and donations, fiscal management, access management, marketing of collection, collection evaluation,

weeding, preservation and conservation of collection, cooperative collection development and resource sharing. Sivadas (2012) divides these factors into two broad categories, that is, internal factors and external factors. According to him, internal factors include the institution's missions and objectives, purpose of the library, the user's community, the present collection and the available resources. External factors contain the government policies, economic conditions and financial support to the institution, academic environment and publishing, user's attitude towards various types of formats, their information seeking behaviour and their attitude towards education. Gregory mentioned the influential factors as information on needs assessment, collection development policy, selection procedures, type and format of materials, acquisition, fiscal management, de-selection, collection evaluation, resource sharing, collection protection and legal issues.

#### **4.2.3 Present Scenario of Collection Management in University Libraries of Assam**

Following are the current deviations occurred in the collection management of university libraries of Assam in the context of users, funds and resources i.e. print and non-print:

##### ***4.2.3.1 Users attitude towards electronic resources (e-resources) are ever increasing***

The e-resources available in a library play a prominent role in facilitating access to required information to the users in an easy and expeditious manner. Due to the significant advantages offered by the e-resources, users are gradually adopting the technology and make use of these information contents in their academic and research work in present time.

##### ***4.2.3.2 About 30% to 35% of world knowledge is being available in non-print format***

From the beginning of 21<sup>st</sup> century, along with the development of information and communication technology, there are tremendous changes occurred in the world of

publication. Machine readable documents became gradually popular due to mainly reduction of size and easy communicability etc. The first scholarly journal, *Journal des Scavans*, was published in a new medium in 1665, and was followed by the *Philosophical Transactions of the Royal Society*. In case of Science it is scarcely imaginable without the scholarly journal. Although electronic journals (e-journals) have been under development since 1976, e-journals in their non-experimental phase did not begin until the 1990s, with a few exceptions. The first peer-reviewed electronic, full-text e-journal including graphics was Online Journal of Current Clinical Trials. In the most recently published list, and one of the few research projects involving e-journals, identified 115 scholarly, peer-reviewed e-journals in science and technology, and there are many more in the social science and humanities. These constitute the first wave of what are likely to be many more scholarly e-journals to come. Electronic journals offer economic benefits too. The proceedings itself began the transition to electronic publishing 15 years ago in answer to the demands of its readers. Online subscribers now have access not just too recent proceedings' articles but to a trove of archived material dating back 94 years. Overall subscriptions have grown as a result. Electronic publishing serves an important need in disseminating scientific and scholarly information quickly and easily, but not at the expense of print. It is not a killer technology, but rather an evolutionary development that adds yet another dimension to the various ways that as a society share knowledge. The use of electronic journals increased more than 100% from 1997 to 1999. A leading publisher, Elsevier publishes have more than 470,000 articles published annually in 2,500 journals. Its archives contain over 16 million documents and 30,000 e-books. Total yearly downloads amount to more than 1 billion (Elsevier web page). With these about 30% to 35% of the world published scholarly literatures are available in e-form.

#### ***4.2.3.3 Cost of acquiring e-resources is high***

As the "Library is a growing organism", its growth is inevitable in all direction such as collections, users, buildings, furniture and fixtures etc. At the university level, users require mainly reference books although some amount of text books is also inevitable.

Another main item of information source at university level is journal literature of primary and secondary nature as apart from offering post graduate courses; research is also carried out for various degrees in the university. The cost of acquiring these e-resources is increasing every year. Although cost of production and distribution of e-resources are comparatively cheaper than its printed counterpart but it is observed that the subscription cost of e-resources and their maintenance are comparatively higher across the global publication houses. This truth is visible in case of foreign documents as apart from regular upward revision of publisher's price the increasing trend of foreign exchange also contributes to it substantially.

With the passing of time the idea about librarianship has changed in 21<sup>st</sup> century. The function of library and the duties of the librarian has influenced by the invention of computer and information and communication technology. Librarians now have the opportunity to use these modern technological tools to provide quick and sophisticated library services to its users, as users of the present century become aware of global developmental trend. Therefore, acquiring electronic journals has become more critical. Academic library has to consider the matter very consciously while taking decision on the following–

- How printed books and e-books fit into a library's collection development budget.
- The challenges that librarians face in collection development.

#### ***4.2.3.4 Budget of university library is mostly not proportionate with the increasing need***

The library budget is a tool for turning library's dream into reality. The budget determines the services that will be offered by university library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to attain library's service objectives. Grants and gifts can be an excellent source of supplementary funds for special projects of university libraries but cannot replace the need of a regular budget. An adequate provision of assured continuous finance is an essential pre-requisite for a library. It is



necessary for its day-to-day functioning and maintenance. Good library management depends upon the financial footing on the other hand inadequacy of funds leads to its sluggishness.

#### ***4.2.3.5 Most of the university libraries have huge collection in print format***

The concept of e-resources have mostly entered the arena of library in late eighty's and early ninety's. Most of the university libraries in India are much older and have mostly huge collection of printed resources. Further, till date only about 30% to 35% of current documents are published in e-format. Hence, collection management must be focused equally on management of collection of both traditional and non-traditional format as a hybrid library.

### **4.3 CHANGING PATTERN OF COLLECTION DEVELOPMENT IN UNIVERSITY LIBRARIES OF ASSAM IN CONTEXT OF ICT ENVIRONMENT**

With the advancement of information and communication technology in recent time, the means of literature publication also changed from printed to electronic which makes bound a university library to adopt a changing pattern of collection development policy for user satisfaction. Collection development is one of the important and challenging library management activities. Collection development is a process of selecting, ordering and payment of materials to be used by the users in a library (Olaajo and Akewukekere, 2006). Based on this, collection development helps to enhance the assemblage of a variety of information materials to meet the desperate need of library users. Nnadozie (2006) describe collection development as a planned, continuous and cost-effective acquisition of quality and relevant materials to meet the needs of the users and objectives of the university libraries.

In libraries and information centres, collection development is considered as an essential element of the information life cycle. Nevertheless, the actual reflections that converge in it are one of the most significant processes in the effective performance of any unit of information (Vignau and Meneses, 2005). Collection development is the

most important factor for library to maintain quality and among the most expensive aspects of library operations (Adams and Noel, 2008).

According to Feather and Sturges, collection development is “the process of planning a library’s program for acquisitions and disposals, focusing on the building of collections in the context of the institution’s collection management policy”.

So, the university libraries in present time tried to acquire more e-resources by giving the importance to users demand and converting the important existing traditional stocks to digital resources. University library collection development policy now includes more e-resources along with printed collections than before, and providing better and smooth service to their user with implication of ICT.

### **4.3.1 Methods of Collection Development**

The methods of collection development is varies from library to library but the goal is same as to develop the collection. Various types of methods are used by the libraries to develop their collection are as follows:

#### ***4.3.1.1 Purchase***

The required collections are purchased either from vendors, publishers, distributors or from local book sellers. Though the purchase method is the vital means of developing the collections it is applied when no other way is there to acquire the materials.

#### ***4.3.1.2 Gift and Donations***

Collections of a particular university library also developed through gifts and donations from any person, institute or organization.

#### ***4.3.1.3 Exchange***

Sometime the method of exchanging is also used to develop the collection. Scientific and technical reports, dissertations and project reports are exchanged with the libraries that are in need by similar organizations. The exchange process is established when a library agrees to exchange their collections with some other library.

#### ***4.3.1.4 Deposit system***

Books, periodicals and other printed materials publisher across the country gets free of cost by the national library of a country. In India under the provision of Delivery of Books Act 1954 and its lateral amendment in 1956 the publications are received by the National Library Calcutta, Delhi, Bombay and Madras as a legal obligation. These benefits are enjoyed by the state central libraries and university libraries of India.

#### ***4.3.1.5 Institutional membership***

The parental body of a library can enrol as a member of an organization or a society which might help them to get materials free or in minimal cost.

#### ***4.3.1.6 Cooperative procurement***

Due to the shrinking of budget and explosion of information libraries find it difficult to cope up with the current environment. It is quite impossible for a library to procure each and every published resource because of the limited budget and lack of information about each and every publication. Some of the materials are such expensive that a library has to spent its whole year budget to acquire a single copy. So, the university libraries have come up with solution to the problem by procuring expensive materials in a group which might be termed as library consortium.

As collection development policy is an important tool for any library to develop the holdings, no one can deny the need of it. Librarians seem to agree that an up to-date collection development policy is a good means for strategizing collection priorities as well as a tool for answering those who might question the library's collection decisions. During the time of preparing collection development policies, libraries need to keep in mind a number of new factors for these policies to deal with. The factors include diversity, interdisciplinary, global issues, big science and digital humanities. In addition, policies may need to cover publishing and delivery issues such as demand/patron driven acquisition, access versus ownership and open access. Technical factors are also increasingly important to collection development decisions. Policies might therefore need to address data duration, texts and data mining, research

data and born-digital content. Lastly, libraries should consider whether it might be appropriate for their collection policies to address collection assessment, space issues, and partnership with consortia and other collaborative collection development program. In university libraries of Assam the collection development pattern also changing with information and communication technology application.

### **4.3.2 Impact of ICT on Collection Development and Management**

A considerable impact of ICT on collection development is visible especially in university libraries. As the users choice converting towards e-resources the university libraries also follows the same trend to satisfy the need of greater user community. The impact of ICT on collection development and management can be marked by the following:

#### ***4.3.2.1 Impact of CD-ROM***

Now a day the CD-ROMs are widely used as standard storage device with varying storage capacity. It is a comparatively durable storage device can last for 100 years and it takes a less space to store. So it is widely used in libraries to store the electronic collection which can write, read and access electronically through computers.

#### ***4.3.2.2 Impact of Internet***

Internet is the network of networks; it has changed the people's life style in every step. Now the internet is unavoidable part of almost all people whether he or she may a student, research scholar, a teacher or a lay man. University libraries are also enjoying the advantages of internet in different areas. A library can access e-resources or information from any other library or any other sources with the help of internet. It also can provide its resources to a user or an institution through internet as remote access. Now Books, newspaper, journals, reports, sound recordings and video clippings or films can be accessed from anywhere of the globe with the help of internet.

### ***4.3.2.3 Impact of Digital Library***

The concept of digital library deals with the collections as electronic materials and services as technical services with the help of computers. The materials such as books, news-paper, journals, magazines, thesis and reports which are found in electronic format; and also scanned materials, sound recordings and video films are stored in electronic forms can retrieve and disseminate through electronically using information and communication technology in libraries. In present times the university libraries are purchasing and converting their collection to digital collection to satisfy the changing need of user community.

In the present days university libraries are establishing levels of collection development based on understanding co-operative management in terms of collections and services. Subject areas in which a library specialize is considered before the individual libraries choose upon their own strength level in collection development. It can be mentioned that each library requires a collection development policy that is always refined through frequent collection analysis. An essential part of the planning process is periodic evaluation of how well a collection meets user's needs. The usefulness of library's collection can be evaluated in many ways. Quantitative methods comprise compiling and analyzing statistics on circulation, counting the collections, determining amount is being spent to develop the collections, direct observation of use and citation analysis of publications etc. Qualitative assumption is based on these quantitative measures. Survey of user of a collection and potential users could expose usefulness of information which could be utilized as one of the indicator in the collection development process.

To identify procedures for acquiring new materials is the major function of collection development. The plan also helps to allocate the budget to meet various needs and establish policies for reviewing and modifying the plan to meet the changing needs. Storage for collections, weeding, and preservation also need to be established as the part of collection management policy.

Library services are usually not dependent exclusively on a library's internal collection but rely also on materials available anywhere, a collection development policy must take these external collections into consideration as library co-operation. Dependence on other's collections to serve a library's user's needs could be formal through cooperative agreements such as inter- library loan through resource sharing.

The transfer of information has been affected chiefly throughout the printed world in past four centuries. Application of ICT for information transfer leads to the development of a highly structured and complex system for the production and distribution of information. This directs to an innovative media that superseded structured system of print and publication of literature.

According to Varalakshmi (2004) ICT enhanced the existing modes of communication for e.g. reduce the cost of production and increased the level of performance. It provided additional alternative channels to communicate information for e.g. electronic resources. It also facilitated to provide entire gamut of recent information to the users that achieved direct interactive and informal means of communication for e.g. online journals.

Many libraries are redefining their collection management policies to include digital collections through consortia models as the libraries with better stock of print documents and reading facilities are no more an attraction.

The collection of modern libraries is not restricted to print media but actively added e-resources to their existing collection, due to increasing cost of print publications and easy accessibility of e-resources. As e-resources provide access to substantial portion of world's literature expeditiously, exhaustively, efficiently, pin pointedly, up to date, authentically at the simple touch of a button so, libraries cannot deny their users and have to include them in their collection of resources (Sanjeev Kumar & Y. Sharma, 2010).

To fulfil the vision libraries need to contain all types of materials and provide services to their users in much convenient and efficient way. Gary W. White (1997) stated that in the contemporary library environment, documents were either born digital or converted digital. This witnessed the availability of more and more e-

resources in the libraries. These changes brought about by digital data affected all aspects of collection management activities in libraries. Many users if given the choice between digital and physical delivery of data will opt for digital data. This is due to convenience and ease of access. Thus, the major development that has taken place in the development of library collections is the wide spread availability and use of various kinds of electronic resources that are produced by applying modern information technology.

The e-resources act as the augment to the print resources as they cannot replace these print collections. So, university libraries are giving preference to electronic information resources. E-resources cover such things as full text databases, electronic journals, image collections, multimedia products and collections of numerical data. They may be delivered on an optical media or through internet. The university libraries of the present day have a hybrid collection management system that encompasses print as well as e-resources. Now the university library is in a position to exchange information in an electronic way for resource sharing.

Present days the library pattern is changing from access on possession basis to network connectivity and access to distributed information centres across the globe. University libraries with the help of ICT have become technologically sound to cope up with the huge increasing publication of information.

### **4.3.3 Impact of Technological Implementation in University Libraries**

Progression of science and technology has made a remarkable improvement and changed almost in all steps of life. Libraries which were considered only as the store houses of knowledge have got a fresh viewpoint in the modern information communication technology era. The activities which were done physically in libraries with so much of pain and strains are being carried out easily with the help of information and communication technology with greater efficiency. Library administration, organization and additional technical processing have become easier and more work can be done in relaxed mode in less time.

Implementation of ICT has reached latest forms of library service to get more user satisfactions in university libraries and hence come the concept of digital library and information centre. University libraries are now very much affected by the impact of information and communication technology. They are vastly interested in incorporating the latest ICT in their administrative function, technical work and user service. UGC liberally contributes the grants to the universities and other affiliated colleges to install the information and communication technology facilities and generate a digital environment. INFLIBNET has active involvement in the automation and digitization of university libraries. Encouragement and cooperation given by the INFLIBNET through its various activities such as funding, orientation, training, publication and workshop made university libraries prepared with all the information and communication technology tools for providing superior services to the research scholar, teachers and students. The concept of digital library service has evolved after the implementation of information and communication technology in the library and information centre. The implementation of information and communication technology in the libraries has demanded new forms of library services to get more users satisfaction. It is the progression of information technology with which people are enjoying the advantage in the modern knowledge society. At present anyone can access the required information within a second by a single mouse click or by a single touch in one's mobile screen from anywhere of the globe thus the concept of a library became library in a pocket.

University libraries now are going to be hybrid library of both the collection of conventional and digital in present time. A digital library and information centre is the result of information and communication technology implementation in libraries. A digital library consists of digital materials which are stored, processed and transferred via digital devices and networks and they are served digitally. It maintain all or a substantial part, of its collections in computer accessible form as supplement, alternative or complement to the conventional printed and microform material that presently dominate library collection. The 'digital library', 'electronic library', 'web library', 'online library' or 'virtual library' are some terms which are used



synonymously to stand for the same concept. The terms are used in a different way by different authors in their text but the central theme of the terminology remained focused on the digital contents of the document.

To facilitate access to electronic information and library services for ensuring the information needs of user community regardless of their location is the purpose of digital library. It enable library to deliver valuable information that are already exists within the library walls electronically to clientele outside those walls, to generate new digital resource locally and to put together local digital resources with remote ones. Number of people accessing digital collection through the WWW also shows explosive rate of growth. Internationalization is making the 'global environment' a reality. During the information transfer process digital library provide interaction with potential information user, information resource and mediation with information resource and users to add maximum value. So information and communication technology has the immense role in study, research and learning in higher education system like university.

Application of information technology (IT) in information processing has brought several products and services to the scene. Libraries have witnessed great changes in recent years both in their service structure and collection development. A significant change has been noticed in collection development policies and practices during the years. Importance of electronic medium over print is happening increasingly. That ICT has important impact on library operation is clear and is beyond the doubt. In regards to collection development and management the impact of IT has been marked whether it relates to collection development policy, selection and acquisition of information materials, collection and evaluation and resource sharing and networking.

#### **4.3.4 Collection Development in 21<sup>st</sup> Century**

The 21<sup>st</sup> century has brought changes in technology and has widely changed the pattern of economic activities, social communications and human daily life and in

library services. Collection management which is the core component and the foundation of library and information services particularly requires attention as new challenges and issues raised due to IT application and changing users need. Collection development indicates the selection and acquisition of library materials for developing the holding of the library within the framework of a collection development policy considering the various aspects of the existing holding according to the needs and requirements of the users, both present and future. Better, effective and efficient collection development requires management of all types of resources with short-range and long-range planning, provision of adequate infrastructural facilities, implementation of collection development policies and use of collection development techniques and procedures. The standard of collection development is also based on the variety and numbers of readers served and on the goals on which the library operates. The main task of a library is to collect, store and distribute the reading materials keeping in view the user requirements. The efficiency of the library service is governed by the quantity and quality of a collection holds by the library.

In ancient times, libraries were considered as a storehouse of books but now due to technological and information revolution, library's scenario is changing at a faster speed. On the other hand due to advancement of technologies resources are available in e-format mostly and users prefer to use these resources because of easier and faster search capability. The library staffs are also at ease with ICT and ready to explore its use at utmost extent and becoming much active and resourceful with ICT. The services also transformed to information technology based electronic service as a digital library and information centre at university libraries.

#### **4.4 CONCLUSION**

University library user prefers to get the solution of the problem related to teaching, research, publication, seminar and workshop etc. by searching the recent printed journals/e-journals, printed books/e-books, thesis, dissertations, abstracting and indexing databases. So, the collection management is an important entity of a library. University library serves the users related to higher education who can be a post

graduate student, teacher or a research scholar. Those users are related to higher education, the need for information is quite extensive. So, each and every university library should have a proper collection management policy. Especially, the university libraries of Assam must implement it sooner rather than later because the scenario is not positive.