
IMPLEMENTATION OF COLLECTION DEVELOPMENT POLICIES FOR USER'S ACCESS OF LIBRARY DOCUMENTS

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Abstract:

Collection development should be based on certain policies and principles. The process of collection develop should take into consideration of certain important factors like analysis of community of users and their needs; evolving documents selection policies; acquisition of relevant documents; weeding out less relevant or irrelevant documents basing on the changing needs of the users and periodic evaluation. This paper try to demonstrate the how many policies apply for collection development, need and changing collection development of library user's demand.

Key Words: Polices of Library Collection Development, Needs of Library Collection, Changing Collection of User's Demand.

Introduction :

Collection development is an important activity of a librarian. When we say collection, it involves several kinds of documents-books, periodicals and serials, Government publications, Academic Thesis and Dissertations; Research Reports, Annual Reviews, Conference Proceedings, Pamphlets, Standards and Specifications, Patents, Trade Literature, Maps, Atlases and Globes, Photographs, Illustrations, Paintings, Microforms, Audio-Visual aids, etc. In addition, we have other non-conventional documents like floppies, computer tapes, compact-discs, DVD and Meta documents like instrument recorded one.

Collection Development vs Collection Management :

It is probably fair to say that the term "collection management" is steel establishing itself with in the profession. There has been a tendency of practitioners to use "collection development" and collection Management synonymously, although increasingly distinction is

been made between them, and a change of emphasis can be seen in the (mostly American) professional literature away from a former concentration on collection development activities towards collection management. 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 a more demanding concept, with goes beyond a policy of acquiring materials, to police on the housing, preservation and storage, weeding and discard of stock.

Selection :

The selection activities of public, academic and large special libraries will also very depending upon their sizes. In small public libraries, most of the librarians are involved in selection. As the library system grows, adds branches, and expends services, selection is usually delegated to department heads or branch library supervisors. A large metropolitan public library system frequently assigns selection activities to a committee composed of representatives from all of the service programs, through not from every branch library. This committee formulates a list of titles that the different service programs may select from; thus, it serves as a first level screening group.

In small academic and special libraries, selection is in the hands of the subject specialist, unless the librarian is also an expert in the particular field. Indeed, small to build the library collection. As small budgets for materials are increased and as the collection grow proportionally, then librarians become more involved, because often broad subject fields are purchased rather than single titles in a field. This approach does not require the subject specialist. In some of the very large academic research libraries, selection dose does not occur in many subject areas, because the objectives are to acquire everything available on a given topic. This means very little non-librarian involvement, beyond identifying the subject areas in which collecting should be undertaken. An adequate knowledge of the selector about the information needs of the users on one hand and about the documents and their contents on the other will surely enable him to provide the right book to the right reader. Administrative efficiency of the library will make the selected documents available to users at the right time when he can make the best use of them.

Dewey's Principles :

Melvil Dewey's principle states; "The best reading for the largest number at the least cost." According to this principle a library should select, within the financial resources

available, the best documents which may satisfy the information needs of maximum number of readers. Hence best means, the one best suited to the needs of the users; the second part- the largest number indicates that the document selected must satisfy the needs of the majority of users; and the last component of the principle at the least cost in terms of book selection indicates that reasonable price as many documents as possible from the limited budget at the disposal.

Mccolvin's Principles :

L.R. Mccolvin advanced his Demand and supply theory of book selection in 1925. He states, "Books in themselves are nothing. They have no more meaning than the white paper upon which they are printed, until they are made serviceable by demand. The more closely book selection is related to demand the greater is the result and possible service." The term supply refers to the availability of reading material in all its varieties. Demand on the other hand means expressed and unexpressed informational needs of the users. This theory advocates the selection of only those documents which are demanded by the users for their informational needs. Demand for documents however should be differentiated according to its volume value and variety. Whereas the development of the collection should be need-based it should at the same time be seen that we develop a balanced collection. No document of value should be left out even if demand does not exist for it. Such documents are likely to be the users is over emphasized or neglected.

Ranganathan Principles :

Ranganathan's first three laws of library science are helpful in formulating the principles of documents selection. The first law says that only such documents are to be selected which will be useful to its users; the second law directs that all the needs of a user should be met; and the third law directs that less used books and unused books should be brought into circulation to justify their selection.

Drury's Principles :

More important of the Drury's principles of book-selection are given below:

1. Study open-mindedly the community, endeavoring to analyze its desires, diagnose its ailments, provide for its wants and satisfy its needs.
2. Provide for both actual and potential users satisfy the former's general and specific

- demands as far as possible; anticipate the demands which might or should come from the latter.
3. Enact suitable standards for judging all books and strive to accommodate them.
 4. Apply criteria intelligently and evaluate contents for inherent worth.
 5. Purvey for recognized groups, reflecting every class, trade, employment, or recreation which develops a natural interest.
 6. Be willing to buy as far as funds permit the works asked for by specialists and community leaders.
 7. Select books that represent any endeavour aiming at human development-material, mental, or moral.
 8. Do not strive for completeness in sets, series, or subjects unless convinced that it is necessary.
 9. Restrain the unduly aggressive patron but recognize the inarticulate one.
 10. Aim at getting the best on any subjects, but do not hesitate to install a mediocre book that will be read in preference to a superior one that will not be read.
 11. Stock the classics and the standard works in attractive editions.
 12. Duplicate the best rather than acquire the many.
 13. Select for positive use. A book should not be simply good, but good for something. It must do service.
 14. Develop the local history collection; its items will be sought for in the library.
 15. Refrain from bias-personal, literary, economic, political or religious, and select with tolerance and without prejudice.
 16. Do not be intolerant of fiction if it measures up to standard. It has educational as well as recreational value and is now the document from of creative art.
 17. Buy volumes which are suitable for the library purpose in format as well as in

18. Contents, and are attractive and durable in binding, paper and printing.
19. Get to know the publishers, their output and specialties; the authors, their works and their ranking and the costs. In short get to know everything about books.
20. Manage resources through cooperation with local, regional and national organizations.
21. Discard or refrain from adding books (other than the classics and standards) for which there is no actual or anticipated demand.
22. Keep within the budget, knowing the total amount available and maintaining a just proportion in allotments.

The above, if following carefully, may ensure the selection of the best reading for the users.

Tools for Selection :

No library however rich it may be , it cannot acquire all the books needs for its users. Many libraries are not in a position to know which are the books available in the market. Unless they know, they will not be able to select books of relevance to their users. There are certain tools which help the librarians in the selection of books and other material, their procurement, processing and maintenance. These tools range from publishers catalogues; book-sellers lists; book reviews in journals and newspapers; periodicals exclusively covering book reviews National Bibliographies; Trade Bibliographies; Subject Bibliographies etc.

Collection Development Polices :

In today's economic climate under funded academic libraries have to maintain a balance between the provision of learning and research materials; between books and periodicals, print and media: and between current needs and the responsibility-beginning to be questioned by some librarians- to develop collections to meet future requirements. The formulation and production of a collection development policy document is often recommended as a prerequisite for successfully coping with these issues.

Preparation and review of a written policy should also encourage the library and institution to define or refine their gales, and help the library collection to conform to the aims and objectives of the institution and of the library, by translating those aims and objectives into clear and specific guidelines for each stage of materials handling-selection, acquisition,

processing, housing, weeding, retention, preservation, relegation and discard. These guidelines should cover all subject fields and all types of library material.

Acquisition and processing :

Budgeting and Fund Allocation:

The ways in which academic library book funds are allocated very widely. Some are divided into an amount of money for each academic department's library needs, with or without a significant amount being retained by the library; others are divided nationally between subjects, or subject groups, with total control resting with the library. Where funds are allocated to departments, a variety of formulae has been evolved in an attempt to find an equitable method of distributing insufficient funds. The whole areas of library budgeting and resource allocation are of fundamental importance to collection management.

Technical processes, access and exploitation :

An important aspect of collection management practice is ensuring that once materials have been selected, those materials are obtained, processed and made available to the library's users as efficiently and effectively as possible. Thus, suppliers should be chosen on the basis of promised performance and services, and their subsequent performance monitored- Duchin considers this in his discussion of acquisition processes, which also deals with the benefits of approval plans as a means of acquiring stock. It can be over-emphasized, too, that however carefully and competently materials are selected and acquired the user is not well served if library processes then make it difficult to identify and locate those materials.

Maintenance :

Weeding, Preservation, and Disaster Planning :

During the years of expansion in higher education in the 1960s and early 1970s, there were few pressures on academic libraries to weed or revise stock. In 1976 the Alkinson report proposed the principle of a self-renewing library of limited growth, but was much criticized by librarians for advocating a crude measure to deal with complex problem. Even today, few UK academic libraries appear to practice planned and coordinated weeding of the stock: library procedures tend to be designed to facilitate the acquisition rather than withdrawal of material, which seems most commonly to take place in response to shelf space crises. There are of course, other reasons for weeding stock: to remove outdated material, thus enhancing

the brows ability of the collection and ensuring its continued usefulness, and to take account of changing in, for example institutional teaching and research interests.

As the need of teaching and research change and additional library self space becomes more difficult to obtain, planned and coordinated stock revision must inevitable receive higher priority than has been the case in UK academic libraries.

Guidelines for weeding collection have to embrace various aspects. For example, what subjects and what sort of material on those subjects should be retained on the shelves, for how long and in how many copies? What should be relegated to remote storage or discarded? To what extent should superseded or revised editions be keep or discarded? Criteria include: publication date, acquisition date, physical condition, circulation history and professional judgment. The application of mechanical criteria becomes much easier for libraries with automated systems, where management information relevant to decisions on stock revision is in general, readily available; the application of professional judgment tends to be more time consuming, and unless exercised with tack, may lead to strained relations between the library and the academic community. There can be considerable advantages in working with academic on stock revision, to which librarians bring knowledge of the collections, and academic staffs contribute subject expertise. Also, academic staff involvement in weeding programmes can help overcome the political problems that such programmes sometimes encounter. However, the time and cost involved in such ventures, collaborative or otherwise, should not be underestimated, as law points out in his comments on the question of stock relegation and disposal.

Preservation :

The development of systematic preservation programmes is, again, one which seems to have progrased more rapidly in the US than in the UK. As with other areas of collection management, there are econonmic implications which cannot be ignored. For many libraries, such preservation as can be afforded is funded from the general binding fund, with obvious disadvantages: the lion's share of the allocation almost inevitably goes to the binding of current journals, and it is difficult for librarians faced with budgetary costs to resist the temptation to axe the binding allocation more savagely than other areas of library expenditure. Libraries with written collection development policies may find it easier to achieve some measure of balance in this respect: as mentioned earlier, such policies should provide clear guidelines not only on what material the library should be accruing, but also on the relation and preservation of the

material.

Disaster Management :

Disaster planning, although not covered in this book, is a related topic. The word disaster in this context is used by archivists and librarians to describe an unexpected event with destructive consequences to their holdings the intention being that the disaster plan should lay down procedures for disaster preservation or reaction. It may be advantages to develop a disaster plan on a basis of regional cooperation, with the local public library authority or archive and record offices for example so that expertise can be shared and a wider pool of people with the necessary skills drawn on, in a situation where speed may be critical if damage to the collections is to be kept to a minimum. For those unfamiliar with the subject, a useful publication Anderson and McIntyre provides a good starting point for the preparation of a disaster plan of the library.

Conclusion :

The above discussion it is concluded that Continuing economic constraints, together with such factors as lack of space, curriculum changes research selectivity, the expansion of higher education, the information explosion and the growth of new information media, lead to higher priority being accorded to planned and coordinated collection management and stock revision than used to be the case. At the same time there has been a move away from an emphasis on building local collections to providing a range of services to users, including access to remote sources of information.

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