

Collection Development Practices among the Technical Institutions: A study of Meerut Division of Uttar Pradesh (India)

By

Jamal Ahmad Siddiqui

Dy. Librarian

Ch. Charan Singh University, Meerut (UP) India

Krishan Kumar

Faculty Member

Department of Library and Information Science

Ch. Charan Singh University, Meerut (UP) India

Rohit Peelwan

Library Professional

Atal Bihari Vajpaee Central Library

MGCUB, Motihari, East Champaran (Bihar)

Abstract: The main reason to write a collection development policy is to prevent the library from being driven by events or by individual enthusiasms and from purchasing a random set of resources, which may not support the mission of the library. The present study is an effort to study the Collection Development Practices among Technical Institutions of Meerut Division. This paper deals with the types of collection, and to find out general information of 15 technical institutions of the region to know the collection development policy in terms of budget allocation. The study deals with the stock verification policy, automation and the software used in the technical institutions of Meerut division.

Keywords: Collection Development, Automation, Library software, Stock verification

Introduction

The basic function of any library is collection, storage and dissemination of information. Of these, “collection” occupies the most important position and plays a significant role because it affects the other two functions, i.e., storage and dissemination of information. Since, the heart of any library is its collection, the library building stores it and library personnel procure, manage, and guide the users” for best use of it. Hence, collection development in libraries is one of the most significant area of librarianship. There is a tremendous growth in both print as well as electronic resources today and it is not possible for any library to acquire all the resources. Hence, it is important for any library especially a university library to develop collection which

satisfies the needs of the academicians, researchers and other users of the institution, thereby providing support to research as well as academic goals of the institution. Libraries can solve this problem by judiciously using its budget with the help of collection development guidelines and acquiring right documents for the right users. Collection development is planned purchase of print and electronic material to fulfil the needs of different kinds of users. Collection development and management responsibilities include selection, acquisition of the material in both print as well as electronic format, selection of the vendors, negotiating contracts to access e-resources, managing the collection through evaluation, weeding, cancellation, storage, conservation and preservation. It also includes writing collection development policies, cooperative collection development and resource sharing, etc. The criteria of collection development of print resources in libraries is acquisition of books through purchase, donations or gifts, institutional membership, etc. as well as acquisition of journals/ periodicals through subscription, exchange and membership of professional organization, etc. Libraries select, acquire, process, hold, disseminate, evaluate, archive, discard such material and determine how well the collection serves the users' needs. In the modern era, print collection like books, journals, reference materials, microfilms, etc. are being increasingly supplemented by information resources which are accessible through e-mode. The growth and development in Information Communication Technology has led to the development of electronic resources in the form of e-books, e-journals, e-databases, etc.

Types of Documents for Collection

There exist different types of the documents which are purchased or subscribed in a library. They are classified variously. Ranganathan (1963) has divided them into four types as under

1. Conventional Documents:

These are those documents which are in use since ancient times. Before invention of printing

press, they were found in the form of clay tablets, bark of tree and cloth pieces. After invention of printing press, they usually published as books in simple, single or multivolume and as supplement. Besides periodicals and maps etc. constitute such types of the documents.

2. Neo-Conventional Documents:

These are slightly new forms of documents after the books. Natural and physical sciences and its related standards, patents, clippings of newspapers in social sciences, formulae of chemistry and chemical calculations are included under these types of documents. Broadly, they can be standards, specifications, patents and the data

3. Non-Conventional Documents:

Such documents are quite different from conventional and Neo – conventional types of the documents. The thought contents of these documents are made/developed on the basis of scientific methods. They further comprise of microforms, audio, visual and audio-visual types of materials.

4. Meta Documents:

These are the documents which are made at a fast speed and without the contribution of human being's mind directly. For example, they can be formed as a result of mechanized technology, photography and radar etc. Such types of the documents are important as these make fixed documentation of a document and are errorless. Further, a document may be primary, secondary or tertiary document depending upon the types of information it contains.

Types of Documents for Collection: E-Documents

E-documents or electronic documents are the surrogates of printed documents but the difference is only that they are available in electronic form comprising of born digital or made digital. Born digital documents are directly created through the use of computers and computer

aided tools, while made digital are those documents which once were published as printed documents but by means of scanning or rekeying of them, they are converted into digital assets.

E-Books: E-books are also known as electronic books. These are available either as offline documents which are to be read with the help of e -book readers, tablet or the computers. Many sites exist which provide free access of many e-books to the users, but for others, you have to pay the charges to read them or download them.

E-Theses: E-theses or electronic theses are the PhDs produced by the universities which are available as institutional repository through the respective organization and some of them also as national repository. Most of these theses are available in pdf format which is easy to use and can integrate photographs and the text simultaneously.

E-Journals: E-journals are the equivalent of their print-counterparts with added features of embedding audio-video facilities. However, majority of them are available in pdf format. They are getting worldwide recognition as a rapid means of providing current research information as well as archival information as backvolumes.

E-Prints: ICT has facilitated various opportunities to scientific community where the authors can upload their research papers, articles and intellectual outputs on the Internet. E-prints is one of the means where the authors can disseminate their research output in the forms of articles and papers for wider use.

CD-Databases: These are the offline digital resources which provide organized information stored as database with structured and cross –document search and retrieval facilities using query mechanism so that users can extract relevant information from the vast treasure of knowledge.

Review of Literature

Romella, J Eldine (2014) Library Collection Development is the process of meeting the information needs of the people in a timely and economical manner using information resources locally held, as well as from other organizations. The paper clearly states the various policies and standards followed by the arts and science colleges affiliated to Calicut University. And highlights the significance of Library collections, the level of satisfaction, automation and the future development in the library. The study is limited to only arts and science colleges and to find out the resources of library not the users of library.

Nausheen, Sabahat and Rahman, M D Ziaur (2013) The vivid and various collections definitely make the difference. Rare collections of the University, which includes the collection of the Bard throughout his world tour and gifted by his versatile friends from around the world. Even the digitization of the rare collection is under process. Hence, it is in itself a rare example of hybrid of print and digitized collection. The problems as well as solutions regarding the collection development of vivid languages and discipline to meet the varied requirement of the University have been highlighted. The progress of collection for last few years can also be seen at a quick glance.

Kichuk (2010) studied about the growth of reviewed electronic resources at the University of Saskatchewan Library over a 12 year period from 1996-1997 to 2007-2008. The researcher collected data from the library's databases (A-Z lists) over the period, compiled statistics and growth rates for both net holdings and new acquisitions, then analyzed and contextualized the results. The study revealed that the growth of electronic resources or development stages corresponded to advances in electronic resources types i.e., bibliographic, full text, reference and a pattern of sustained rapid growth. It was found that growth doubled within the last four years of the period,

with more than 100 resources being added annually in the same period. Both internal and external events impacted this growth. Just as internal and external events contribute to the growth of electronic resources, new events such as economic decline may contribute to growth decline.

Hyodymaa, Ahlholm, Anita, and Nurminen (2010) illustrated a technique to map, evaluate and describe subject based collections. The case study seeks to describe the application of this method in a multidisciplinary university library. This case study presents the collection mapping method and its application in Tampere University Library and shows how to gather data on subject based collections and their usage. The study shows that this method can provide useful information on the library's subject based collections. Using this information the library can describe and develop its collections and also present results on subject based collections to the faculties concerned. The article also describes Tampere University Library's application of the methods which makes it possible to map, evaluate and describe the library's collections.

Chaputula and Boadi (2010) looked at the nature of funding for collection development activities at a Chancellor College Library, University of Malawi, and saw how this impacts the collection development activities of the institution. The results of the study shows that funding for collection development activities at Chancellor College Library, University of Malawi was inadequate and that this inadequacy of funding seriously affected the library's collection development activities. Due to prevailing conditions, the library had been forced to rely on donations and exchanges as the principle means making its collection grow. The study therefore was significant in that it will help in some way to fill the knowledge gaps that exist in this area.

Methodology and Objectives

A questionnaire is prepared and observation and interview method is followed to get accurate and

best results. The Objective and Methodology used in the present study has been discussed under the following headings.

Selection of the problem

The problems of present study entitled Collection Development Practices among the Technical Institutions: a study of Meerut Division of Uttar Pradesh (India)

Sample populations

The libraries of technical institutions in Meerut represent the target population for this study. The questionnaire method has been employed to collect the data for the present study and as the sample population random sampling method has been adopted. The sample was random in the present study consisted of libraries of technical institutes of Meerut. 23 technical institutes were randomly selected for study. A well-structured questionnaire was used to collect data. The total no. Of 23 questionnaires were distributed to the librarians of the institutes and get returned only 15 filled questionnaire. Thus the 15 filled questionnaire was used for the analysis of data for the study.

Objectives of the study:

1. To find out general information of 15 technical institutions under study;
2. To know the different types of collection and their language;
3. To know selection policy followed;
4. To find out participation in book selection policy;
5. To find out types of users availing library facilities;
6. To find out collection development policy in term of allocation of budget adopted by technical institutions of Meerut.
7. To find out professionals and non-professionals staff available;

8. To identify the availability of services provided by these libraries;
9. To find out the stock verification program frequency.
10. To identify how many institutions have the automated (computerized) library.
11. To find out technical processing like classification and cataloguing scheme used by technical institutions.

Data Analysis and Interpretation

Collection of the Library

The problem for the present study is Collection Development Practices among the Technical Institutions: a study of Meerut Division of Uttar Pradesh (India). The collected data is organized and tabulated by using statistical method, table and graphics and focuses on the analysis and interpretation of the data collected through questionnaire and observation method. The total no. of 23 questionnaires were distributed and 15 filled questionnaires were received back.

TABLE- 1

Types of Collection

Collection	Number of Response	Percentage (%)
Foreign	-	-
Indian	-	-
Both(a) and(b)	15	100

Table 1 shows that the entire collection of all the libraries of technical institutions have both types of collection i.e. books written by Indian authors as well as foreign authors to provide the variety of documents for students.

TABLE- 2

Language of the Collection

Language	No.of Response	Percentage (%)
Hindi	11	73.33%
English	15	100%
Urdu/Sanskrit	4	26.66%
Others	-	-

Table 2 reveals that the collection available in these libraries are in multiple languages. All 15 technical institute libraries have books in English language, however 11 institute libraries are also having their collection in Hindi language as well. Books written in Urdu and Sanskrit language are made available in 4 out of 15 libraries of technical institutions.

TABLE- 3

Participation in Book Selection

Participation	No.of Response	Percentage (%)
Teachers	11	73.33%
Students	9	60%
Library Staff	9	60%
Library Committee	11	73.33%

Table 3 reflects the participation in book selection procedure. The collected data shows that the members of the library committee and the teaching faculty play an important role in book selection system which is recorded 11 (73.33%) out of 15 institutions. The choices from students in selection of books are also entertained and it has been noticed that 9 institutions (60%) consider the responses from students and library staff to strengthen their library collection.

TABLE- 4**Budget**

Name of College	Total Budget per annum
A.R.I.M.T.	80000.00
B.C.M.T.	4000000.00
B.I.M.T.	Not provided
B.I.T.	2910000.00
D.I.M.S.	Not provided
I.I.M.T.	Not provided
J.P.	Not provided
M.I.E.T.	3684632.00
R.G.G.I.	Not provided
R.I.T.E.	460000.00
S.C.R.I.E.T.	Not provided
S.V.B.C.	Not provided
S.V.S.U.	3203473.00
T.I.T.M.	Not provided
V.G.I.	Not provided

Inspite of all efforts only 6 institutions out of 15 (40%) have provided the budget allocated for library. BCMT library has the highest budget for its library among all institutions which is 40 lakhs. However some other institutions like MIET, SVSU and BIT libraries have also allocated a handsome budget for the libraries which is around 30 lakhs each. Nine institutions have not provided the budget information to the researcher due their own policy.

TABLE- 5**Heads of Finance of the Library**

Finance	No.of Response	Percentage (%)
UGC Grant	2	13.33%
Special Grant	-	-

Library Fee	6	40%
Library Fine	4	26.66%
Others	15	100%

This table shows that about finance of the library. 13.33% Institutes respondent for UGC grant, 40% Institutes respondent for library fee, 26.66% Institutes respondent for library fine, there is no any Institute respondents for special grant, 100% Institutes respondent for others finance.

TABLE- 6**Frequency of Funds**

Frequency	No.of Response	Percentage (%)
Bi-Annually	3	20%
Annually	12	80%

This table shows that 20% Institutes respondent for bi -annually frequency of budget, 80% Institutes respondent for annually frequency of budget.

TABLE- 7**Library Provided Services**

Service	No.of Response	Percentage (%)
Lending	11	73.33%
Reservation	6	40%
Inter Library Loan	4	26.66%
CAS	8	53.33%
SDI	5	33.33%
Any other	1	6.66%

This table shows that 73% institutes are providing lending service, 40% institutes are providing reservation service, 26.66% institutes are providing inter library loan service, 53.33% institutes are providing current awareness service, 33.33% institutes are providing selective

dissemination service, only 6.66% institute is providing any other service.

TABLE- 8

Stock Verification

Frequency	No.of Response	Percentage (%)
Annually	10	66.66%
Bi-Annually	-	-
5-Years	2	13.33%

In this table we find that 66.66% institutes respondent for annually stock verification program, 13.33% institutes respondent for 5 -years stock verification program, Bi-annually program does not respondent any institute.

TABLE- 9

Library Automation

Service	No.of Response	Percentage (%)
Housekeeping jobs	9	60%
Reader's service	9	60%
Management support activities	9	60%
Net Working	10	66.66%
Other	1	6.66%

This table shows that 60% institutes are using housekeeping jobs, 60% institutes are using reader's service, 60% institutes are using management support activities, 66.66% institutes are using networking services, 6.66% institutes is using other service in their institutes.

TABLE- 10

Document Selection

Recommended By	No. of Response	Percentage (%)
Committee	8	53.33%
Faculty Member	9	60%
Students Demands	8	53.33%
Collection Development Policy	4	26.66%
Availability of Funds	3	20%

This table shows that 53.33% institutes recommend the documents by committee, 60% institutes recommend the documents by faculty, 53.33% institutes recommend the documents by students demand, 26.66% institutes recommend the documents by collection development policy, 20% institutes recommend the documents by availability of funds.

TABLE- 11**Used Hardware**

Hardware	No.of Response	Percentage (%)
Pentium 3	6	40%
Pentium 4	4	26.66%
Other	1	6.66%

This table shows that 40% institutes are using Pentium-3, 26.66% institutes are using Pentium-4, only one institute is using any other hardware.

TABLE- 12**Subscribe Journals**

Journal	No.of Response	Percentage (%)
National	10	66.66%
International	9	60%

This table shows that 66.66% institutes subscribe the journal of national level, 60% institutes subscribe the journal of international level.

TABLE- 13**Institutional Coverage**

Level	No.of Response	Percentage (%)
International	-	-
National	8	53.33%
Organization	9	60%

This table shows that 53.33% institutes are national level coverage, 60% institutes are organization level coverage, there is not any institute of international level coverage.

TABLE- 14**Classification Scheme**

Scheme	No. ofResponse	Percentage (%)
CC	-	-
DDC	11	73.33%
UDC	-	-
Any other	1	6.66%

This table shows that 73.33% institutes are using DDC classification scheme, CC is not using in these institutes, UDC is not using in these institutes. Only one institute is using any other classification scheme.

TABLE- 15**Cataloguing Scheme**

Scheme	No.of Response	Percentage (%)
CCC	1	6.66%
AACR-1	1	6.66%
AACR-2	6	40%
Other	2	13.33%

This table shows that 6.66% institute are using CCC, 6.66% institute is using AACR-1, 40% institutes are using AACR-2, 13.33% institutes are using any other cataloguing scheme.

TABLE- 16**Library Software**

Software	No.of Response	Percentage (%)
Koha	4	26.66%
Libsys	1	6.66%
Soul2.0	-	-
D-space	1	6.66%
Other	4	26.66%

This table shows that 26.66% institutes are using Koha software, 6.66% institute is using Libsys software, 6.66% institute is using D -space software, Soul 2.0 is not using any institute, 26.66% institutes are using other library software.

TABLE- 17**Other Facilities**

Facility	No. ofResponse	Percentage (%)
Xerox	11	73.33%
Micro-Filing	2	13.33%
Desk-Top	10	66.66%

This table shows that 73.33% institutes are providing the Xerox service, 13.33% institutes are providing Micro-filing service, 66.66% institutes are providing the Desk-top service.

Finding and Conclusion**Findings**

1. The collection of respondent's libraries include both type of literature foreign and Indian.
2. English language is found as highly adopted language 100% in all institutes under study followed by Hindi.

3. Teachers and library committee participate in book selection policy.
4. BCMT Institute has the maximum budget in study survey.
5. All institutes follow different financial schemes for library.
6. Lending service is the most common service provided by libraries.
7. The stock verification is done annually in most of the libraries.
8. Housekeeping jobs, Reader's service, Management support activities and Networking are updated for the better use.
9. In most of the libraries koha software is being used.
10. National and international journals are being subscribed by technical institutes library.
11. As regard the technical processing classification is being done with DDC and cataloguing with AACR-II in most of the libraries.
12. Other facilities includes better desktop services, peaceful environment and library staff help.

Conclusion

The study sought to analyze "A Survey of Library Collection Development Practices among the Technical Institutions of Meerut District of Uttar Pradesh (India)" and the study taken the librarians as sample.

This study reveals the nature of collection, language preferred, weather of collection, type of user, budget, providing IT facility most suitable and useful software for libraries, fund allocated for different disciplines, sources of procurement, institutional coverage, scheme used for technical processing, networking with which library is linked, library staff in the technical institutes of Meerut. This study is done on the basis of data collected from the librarian of the participant institutions.

The main purpose of librarian is to provide the best solution of user's problem and need through its resources. The kind of encouragement will thus helping better utilization of resources.

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