COLLECTION DEVELOPMENT AND SERVICES OF
COLLEGE LIBRARIES IN AIZAWL

A dissertation submitted in partial fulfillment of the requirement for the Degree of Master of Philosophy in Library and Information Science

Submitted by

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DECLARATION

I C.M THANGI CHHAKCHHUAK, hereby declare that the subject matter of this dissertation entitled "Collection Development and Services of College Libraries in Aizawl" is the record of work done by me, that the contents of this dissertation did not form basis of the award of any previous degree to me or to do the best of my knowledge to anybody else, and that the dissertation has not been submitted by me for any research degree in any other university/institute.

This is being submitted to the Mizoram University for the degree of Master of Philosophy in the Department of Library and Information Science.

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C E R T I F I C A T E

This is to certify that the Dissertation entitled **"COLLECTION DEVELOPMENT AND SERVICES OF COLEGES IN AIZAWL'"** submitted by C.M. Thangi Chhakchhuak for the award of Master of Philosophy in Library & Information Science is carried out under my guidance and incorporates the students bonafide research and this has not been submitted for award of any degree in this or any other university or institute of learning

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LIST OF GRAPHS

List of Abbreviation

AACR	Anglo-American Cataloguing Rules
AD	Anno Domino (After Christ)
ALA	American Library Association
BC	Before Christ
CAS	Current Awareness Service
CC	Colon Classification
CCC	Classified Catalogue Code
CD-ROM	Compact Disk Read Only Memory
CIP	Cataloguing in Publication
CTE	College of Teacher Education
DDC	Dewey Decimal Classification
DDS	Document Delivery Service

EAEC	European Atomic Energy Community
FID	International Federation for Information and Documentation
HRD	Human Resource Development
ICT	Information Communication Technology
IFLA	International Federation of Library Associations and Institutions
ILA	Indian Library Association
ILL	Inter Library Loan
INFLIBNET	Information and Library Network
IT	Information Technology
ITC	International Translation Centre
ISSBN	International Standard Book Selection
ISSN	International Standard Serial Number
MARC	Machine Readable Catalogue
MZU	Mizoram University
NPE	National Policy on Education
NTC	National Translation Centre
OPAC	Online Public Access Catalogue
PUC	Pachhunga University College
RIPANS	Regional Institute of Para Medical and Nursing Sciences
RRRLF	Raja Rammohun Roy Library Association
SDI	Selective Dissemination of Information
SOUL	Software for University Library
UGC	University Grants Commission
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNISIST	United Nations Information System in Science and Technology

Abbreviations of College

PUC	Pachhunga University College
GLC	Government Lunglei College
GCC	Government Champhai College
GSC	Government Serchhip College
GAC	Government Aizawl College
CTE	College of Teachers Education
GKC	Government Kolasip College
GSHC	Government Saiha College
GHC	Government Hnahthial College
GHBC	Government Hrangbana College
GZRC	Government Zirtiri Residential Science College
GLTC	Government Lawngtlai College
GJBC	Government J.Buana College
GMC	Government Mamit College
MLC	Mizoram Law College
GSTC	Government Saitual College
GKZC	Government Khawzawl College
GZC	Government Zawlnuam College
GANC	Government Aizawl North College
GAWC	Government Aizawl West College
GJTC	Government J.Thankima College
GTRC	Government T.Romana College
KMC	Kamalanagar College
GJC	Government Johnson College

1.	**INTRODUCTION**

Mizoram is strategically located in the North- eastern part of India and is one of the members of the group of states that is commonly designated as seven sisters of North east India. It is located between the state of Assam and Manipur to the north, to the east and south by Myanmar and to the west by Bangladesh and the state of Tripura. Mizoram surmounted with hills and located at the remote North East India having a literacy rate of 88.8% , the second highest literacy rate in India has 1752 Primary Schools, 1090 Middle Schools, 508 High Schools, 82 Higher Secondary Schools, 25 Degree Colleges, 1 University, 1 Law College,2 Polytechnics and 2 Theological Colleges. To be specific, most of the Degree Colleges in Mizoram are attached with a Library of its own and some of them are the professional staffs. The library being the center of learning adds a potential value for the user communication and thus forms a nucleus to the library.

**1.2	Library- Its' Importance**

The progress and prosperity of a society largely depends on the total wealth of knowledge it has and the extent of its use. Hence, the College Library occupies an important position in the learning and teaching programs in Mizoram educational system. It is the reservoirs of accumulated knowledge of the past and the presents. Knowledge is power, which enriches intellectual capabilities, improves our efficiency in performing our professional as well as personal tasks and increases our decision- making capacity.

The operating philosophy of modern librarianship begins with user needs. Technological impediments have brought a dynamic change in collection of resources of the library as well as the technique of information storage and retrieval practice in the libraries. However, even today, the basic philosophy of librarianship to serve the users remains the same. Library, as a social and service institution, has the responsibility to acquire knowledge and disseminate it to those who are in need of it. The true value of knowledge and the need for Library resources and information services has increasingly felt and realized in different spheres of human activity, more so in educational processes.

Library as a social institution and reservoirs of knowledge, expect the users to be more disciplined and conscious of their responsibility in exercising the use and handling of documents. It is the responsibilities of the library staffs as a whole to provide required information to the users. It further requires being the user need based, whatever may be the environment. Even with the application of Information and Communication Technology (ICT) environment it should ensure that the users are able to derived optimum benefits from IT. The new library professional requires to co-ordinate their effort to offer a total service to their users to attain quality management.

1.3   Status of College and College Library in Mizoram

In Mizoram, Education department was establishing the Colleges and since 1989, the Administration was taken over by the Department of Higher and Technical Education, Govt. of Mizoram. At present, all those Colleges have their own Library and they were started with and without library professional. Majority of the Colleges have no adequate library staff and some of them do not have professional or semi-professional staff and are manage by only one or two library staff.

The College Library has to be made the intellectual hub of the institution serving equally both the students and teacher in India and about 90% of the students in higher education pursue studies in colleges.

In Mizoram, the State Government does not provide separate fund for collection development and development grants for College Library. Since there is no separate fund allocated for library development, for collecting documents or developing library, most of the library getting money from student library fees which is collected at the beginning of the years, so, College libraries in Mizoram are lagging development behind in comparison with the other states of the country. All of the College libraries are not the same regarding the size of collection, number of users, services, IT infrastructures and availability of funds. In most of the colleges, library services, staff requirement and its infrastructures development seems to be given less attention by the concern authorities, in some college libraries, Librarian does all sorts of jobs from technical to clerical as well as administration.

College Library staff are different in number from college to college, and there is no uniformity in their qualifications, services status and pay structures. Most of the library staff is engaged in other official works without doing the job in which they are appointed for. With the development of LIS education in Mizoram, most of the working librarians pursue higher education and they were now placed into qualified standard.

There are altogether 28 (Twenty-eight) Degree Colleges affiliated to Mizoram University, the only central university in Mizoram which is shown according to their chronological establishments along with status, professional strengths of the library in the Table-1 along with Table-2 showing year wise establishment of the College Libraries supplemented with Graph-1.

Table -1. List of Constituent/Affiliated Colleges of Mizoram University

Sl.No	Name of College	Place	Year of Estt.	Status	Courses offered	Prof. Staff (s)
1	Pachhunga University College (PUC)	Aizawl	1958	Constituent College of Mizoram University	B.A, B.Sc., B.Com	3
2	Lunglei Govt. College (LGC)	Lunglei	1964	Government	B.A., B.Sc.	1
3	Govt. Champhai College (GCC)	Champhai	1971	Government	BA, B.Sc	1
4	Govt. Serchhip College (GSC)	Serchhip	1973	Government	BA, BSc, BCA	2
5	College of Teachers' Education (CTE)	Aizawl	1975	Government	BEd	1
6	Govt. Aizawl College, (GAC)	Aizawl	1975	Government, B+	BA, B.Com	1
7	Govt. Kolasib College (GKC)	Kolasib	1978	Government	BA,B.Sc	1
8	Govt. Saiha College (GSC)	Saiha	1978	Government	BA, B.Sc	1
9	Hnahthial College, (HC)	Hnahthial	1979	Government	BA	1
10	Aizawl North College, (ANC)	Aizawl	1980	Government	BA	2
11	Govt Hrangbana College (GHC)	Aizawl	1980	Government B++	BA, BCom	2
12	Govt. Zirtiri Residential Science College (GZRSC)	Aizawl	1980	Government	BSc, BCA	1
13	Lawngtlai College, (LC)	Lawngtlai	1980	Government	BA	1
14	J.Buana College (JBC)	Lunglei	1983	Government	BA	1
15	Mamit College, (MC)	Mamit	1983	Government	BA	2
16	Mizoram Law College (MLC)	Aizawl	1983	Deficit	LL.B	2
17	Govt. Saitual	Saitual	1984	Government	BA	1

3

	College (GSC)					
18	Khawzawl College, (KZC)	Khawzawl	1985	Government	BA	Nil
19	Zawlnuam College, (ZC)	Zawlnuam	1986	Government	BA	1
20	Aizawl West College, (AWC)	Aizawl	1990	Government	BA	2
21	J.Thankima College, (JTC)	Aizawl	1992	Government	BA	1
22	Johnson College, (JC)	Aizawl	1992	Government	BA	1
23	Kamlanagar College (KNC)	Chawngte	1992	Government	BA	1-
24	T.Romana College (TRC)	Aizawl	1992	Government	BA	1
25	Regional Institute of Paramedical and Nursing Science (RIPANS)	Aizawl	1996	Government	B.Sc. (Nursing), B.Pharm, B.Sc. etc	4
26	National Institute of Electronics and Information Technology (NIELIT)	Aizawl	2000	Government	BCA, MCA	1
27	Mizoram College of Nursing (MCN)	Aizawl	2005	Government	B.Sc (Nursing)	1
28	Higher and Technical Institute of Mizoram (HATIM)	Lunglei	2008	Christian-Residential	BCA, BSW, B.Com, BA, Eco, Hist., Philosophy	2

(Source: Annual Report, Mizoram University, 2012-2013)

Table-2: Year wise establishment of the College Libraries

Sl.No	Year of Estt.	Status	No. of college(s)
1	1958	Constituent College	1
2	1964	Government	1
3	1971	Government	1
4	1973	Government	1
5	1975	Government	2
6	1978	Government	2
7	1979	Government	1
8	1980	Government	4
9	1983	Government	3
10	1984	Government	1
11	1985	Government	1
12	1986	Government	1
13	1990	Government	1
14	1992	Government	4
15	1996	Government	1
16	2000	Government	1
17	2005	Government	1
18	2008	Christian-Residential	1
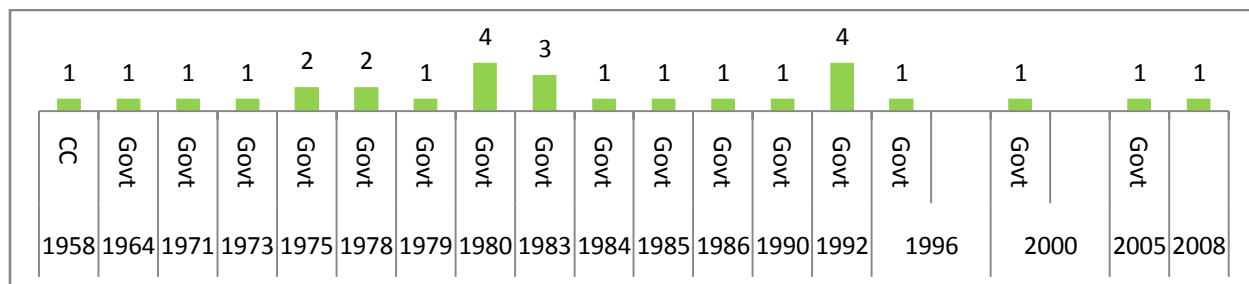
Graph.1: Year wise establishment of colleges in Mizoram.

While analyzing the Table-2 it could be found that, within a span of 50 years, the years 1980, 1992 got a high rank of establishment of colleges i.e, 4 each followed by 3 colleges in the year 1983 and 2 each in the year 1975, 1978 respectively.

While briefing, the type of colleges duly affiliated by the Mizoram University are follows.

1. General Colleges   -   22
2. College of Education   -   01
3. Paramedical/Nursing College-   02
4   Science College   -   01
5. Technical College   -   01
6. Law College   -   01

From the above table it reflects that, there are 10 (Ten) General Colleges in Aizawl, such as (1) Pachunga University College, (2) Govt.Aizawl College, (3) Govt. T. Romana College, (4) Govt Johnson College, (5) Govt Hrangbana College, (6) Govt. Aizawl West College, (7) Govt Aizawl North College, (8) Govt. J. Thankima College, (9) Govt. Zaitri Residential Science College and (10) Mizoram Law College and each college is having library of its own to facilitate reading materials to their patrons for study and research. Further, National Institute of Electronics and Information Technology (NIELIT) and Regional Institute of Paramedical and Nursing Science (RIPANS) enjoy the autonomous status even if they are the Government organizations.

1.4   SIGNIFICANCE AND SCOPE OF THE STUDY

According to Bhattacharjee (2012), "The library is a place where a reader is satisfied with full of his/her desired information. It is also known as trinity of books, readers and staffs. Library services are considered now-a-days to be indispensable for economic, social, educational and cultural development of any country"

Library is a part of every Academic institution, and is called as the integral part of dissemination of information in the institution. Academic library plays a vital role for providing information needs to the users. In order to meet the needs a special emphasis should be made in the administration, collection, financial management, services of the library. For supporting its mission to the users, the Academic library provides authoritative and up to date resources to the users

The Academic library plays a vital role in supporting the academic activities of the college or institution by promoting and maintaining the library and information services. The Academic library offers a broad range of services from reference to electronic information services to the users. Academic Library is the most and important part of a college, Library and its services of the institution play an integral part for enhancing the quality of academic and it also called as the hearts of modern institution of higher education. However, Most of the institution in Mizoram faces many problem for achieving its library services and objectives.

Universities and Colleges, the institutions of higher learning is attached with a library to supplement information resources to its users comprising of teachers, students and research

scolars. Libraries are also considered as information and knowledge repositories which enable the students to build up an appropriate academic and professional career. Therefore, academic library needs to design and develop a quality library system and or strengthen its financial resources, physical, human and intellectual resources in order to provide a congenial teaching and learning environment.

Libraries in general are the source centre for expansion of knowledge, innovations, research and development. The academic libraries in general and college libraries in particular play a crucial role in providing useful resources to its patrons to promote learning and research. Further, libraries attached to the colleges enhance the knowledge to a wider community of students, research scholars and the faculties compared to specific group of colleges. Significance of the present studies lies with the fact that, all the college libraries taken under the purview of study provide need based resources and the libraries in spite of inadequate ICT infrastructures and professional manpower impart services to the users. The libraries further expose the readers the use of e-resources. The colleges also take the initiatives in providing the e-resources through National Library and Information Services Infrastructure for Scholarly Content (N-LIST) from INFLIBNET.

The scope of the present study is limited to all 10 (Ten) college libraries in Aizawl i.e, (1) Pachunga University College, (2) Government Aizawl College, (3) Government T. Romana College, (4) Government. Johnson College, (5) Government Hrangbana College, (6) Government Aizawl West College, (7) Government Aizawl North College, and (8) Government J. Thankima College (9) Zirtiri College and (10) Mizoram Law College and all the colleges are affiliated to Mizoram University. The present research work is focused to the assessment of library collection and services provided by the library attached to the colleges. This adds an important reference work of great values for the librarians and the students especially in a college level.

1.5   REVIEW OF LITERATURE
Review of literature is one of the indispensable components in research work to aware of the research output in shape of journal article, book, e-resources available in the concerned field of the study. This is also the means to find the research gap in the relevant field of study. Therefore, the scholar made an attempt to find out the literature available in the relevant field from various journals, books including dissertations. The scholar has, however, mentioned the articles in the descending order.

- Allison, Dee Ann (2014). The Patron Driven Library: A practical guide for managing collections and services in the digital age. *Journal of Librarianship and Information Science.* 46 (2),167-176.

In this paper, the author sets out to explore how librarians can engage with a new generation of library clients and how relationships with technology can be maximized. Her book based on her experience in libraries and information technology, provides a comprehensive discussion of challenges for today's librarians, providing guidance, advice and ideas for the new professional who has grown up in a digital environment. It also recognizes that, by waiting for the perfect technological solutions to library functions that may never arrive, opportunities for engagement with some of the newer developments, such as open source library system, might sometimes be missed.

- Montano, Blanca San Jose (2014). The new paradigm of collection management in university libraries: from crisis to revolution. *Collection Building*, 33(3), 90 – 97

Here, the author viewed that the evolution of the collection management is a gradual process where internal and external factors interact to transform the collection and its management activities. In this process, cooperation is used as a necessary strategy for assuming its roles and to fit the new goals, mission and context of the library.

- Khan, Abdul Mannan. (2013). Policy implications and strategies for collection development in Indian university Libraries in the era of Globalization. *IASLIC Bulletin*; 58(1), 24-28.

This paper attempts to identify the requisite policy and its implications of Indian university libraries specifically in terms of collection development, its organization and services. Collection development in university libraries is a complex job and requires careful insight and analysis. It is imperative to formulate policies and programs by a committee consisting of faculty members representing various faculties. It is also necessary to take the opinion of the entire staff members involving a balanced collection

- Hughes M. Lorna (2012). Evaluating and measuring the value, Use and Impact of digital Collections. *Journal of Librarianship and Information Science*. 45 (1), 79-81

This volume is a collection of articles which discuss the issue of the impact of digital collections. Introduced by Lorna Hughes, author of an earlier volume Digitizing Collections: Strategic Issues for the Information Manager (Hughes, 2003), it is in three parts – Part 1 describing the digital transformation in libraries, museums and archives, Part 2 on understanding and measuring the

use, impact and value of digital collections, and Part 3 on enhancing the future impact and value of digital collections

➢ Yoon, Hee Yoon, Kim, Sin-Young(2012). On the improvement of the copyright Law of Korea for library services for persons with disabilities. *Journal of Librarianship and Information Science.* 45(2),140-145

One of the most important issues for world libraries at the present time is to extent copyright limitations and exceptions for reproduction, for library preservation and distribution services including lending and ILL/DDS, the printout and transmission of Internet information resources, copying of library materials which are rarely available through normal trade channel and government publication, and the reproductions and electronic transmission of materials for persons with disabilities. Korean copyright law restricts access to information for persons with disabilities and often overrides their fair use right. For these reasons, this study analyzed the copyright exceptions for the persons with disabilities in six major countries (United State, United Kingdom, Germany, France, Japan, and Republic of Korea) and suggestion a re-draft of the copyright Law of Korea to improve library services for persons with disabilities.

➢ Borin, Jacqueline and Yi, Hua(2011). Assessing an academic library collection through capacity and usage indicators: testing a multi-dimensional model. *Collection Building.* 30,120-125

This paper demonstrates that combining usage indicators with capacity measurement (in terms of dollar expenditures) provides a powerful method of assessment with the potential to provide valuable data. This study provides an accurate assessment of a library's collection in the current information environment. This paper illustrates how to assess the collection using the selected indicators. It provides an evidence-based method for assessing an academic library collection.

➢ Kumar, K Praveen(2011). Effective Utilization of e-Resources and Services in Academic Libraries of Mumbai: A study. *Journal of Indian Library Association.* 47,.29-36

The study attempts to highlight the significance of electronic resources provided to the users especially under UGC Infonet consortia, the service extended by the UGC-INFLIBNET to support academic and research pursuits. The study was conducted on the basis of survey covers users of 13 academic libraries in Mumbai to explore the extent of use of UGC-Infonet resources and to determine the level of knowledge towards ICT, computerization and ICT based services offered by the libraries

➢   Matthew P. Ciszek, Courtney L. Young, (2010). Diversity collection assessment in large academic libraries. *Collection Building.* 29 (4),154 - 161

The paper encourages librarians at larger academic libraries to rethink how the collections are assessed for diversity needs, and illustrates methods useful in performing this assessment in larger institutions. Several examples of diversity-related collection assessment (circulation and use statistics, WorldCat Collection Analysis, comparison to standard bibliographies, focus groups, patron interviews and surveys, stewardship letters, and a diversity collection development statement) are explored.

➢   Poolea, Julie (2009). Academic Branch Libraries: Assessment and Collection Development. *Journal of Library & Information Services in Distance Learning*. 3 (3-4), 192-205

The paper illustrates about the assessment guidelines, stakeholder input and further highlights a clear understanding of audience and curriculum which may be used to optimize a collection. Academic branch libraries often have clear collection development limitations in terms of space and funding along with a specialized audience to serve. Quantitative and qualitative means for assessing branch library collections are employed to create a highly relevant and usable collection while maximizing available funding.

➢   Beals, Jennifer Benedetto(2006). Assessing Library Collections using Brief Test Methodology. *Electronic Journal of Academic and Special Librarians*. 7 (3).

The author in this paper visualized that an assessment tool determining or verify the existing strength of a library collection. It discusses the relative quick and inexpensive procedure for utilising the Research Libraries Group's Conspectus levels, subject expertise, and cataloging records in WorldCat. This article provides an overview of the methodology, difficulties encountered, brief test results and applications of the assessment.

➢   Jim Agee, (2005). Collection evaluation: a foundation for collection development. *Collection Building.* 24 (3),92 – 95

The author discussed that "assessment of specific subject support" and "assessing and building specific subject collections" encourage the librarians to recognize their major and minor collections, creatively assess those collection areas, and involve techniques or individuals who might guide them to specific subject materials. Three examples of collection evaluation methods (user-centered evaluation, physical assessment, and specific subject support) are explored.

> Russell F. Dennison, (2000). Quality assessment of collection development through tiered checklists: can you prove you are a good collection developer?. *Collection Building,* 19 (1),24 – 27

The author in this paper revealed that the most widely tools of collection assessment is check listing. Interpretation of checklist studies has usually been by comparison to other libraries or by a subjective response to the ownership percentage. Using or creating tier checklists and subjecting the results to a goodness of fit statistical test provide an analysis of the selection quality. If more highly rated materials are selected at a significantly higher rate, then the selector(s) is shown to be prudent, even if the total amount selected in the subject area appears to be inadequate. This separates the performance of the selector from the amount of resources allocated to the selector.

> Kay Ann Cassell, Elizabeth Futas(1991). Collection Development Policies. *Collection Building*. 11(2), 26 – 29

Collection development policy and role of library professional for evaluating data have been discussed by the authors in the paper. This is not something that can be accomplished in a short period of time or alone. The greatest need in formulating a collection development policy is for ideas- these ideas must come from different people and different points of view.

> Anand, J K (1982). Role of library in the life of college students. *Library Herald*. 21 (1-2),40-45

The author in his paper has discussed the importance, objectives and basic functions of college libraries including role of college libraries in the life of the students. He has also provided suggestions towards making their role more prominent with a concluding remark a college library should become a teaching instrument through active participation in the teaching program

1.6   RESEARCH DESIGN
1.6.1. Statement of the Problem
Problems are inhabitable and the libraries under study are also not excluded. All the college libraries under the study also encounter with problems as discussed below. In view of this, the problems lies with the present study are that,

☞   In spite of sporadic steps initiated for inducting more professional qualified men power including supporting staffs, the libraries are not supported with professional manpower leading thereby, a serious threat in processing of information in the library and providing services to the patrons.

☞   Despite all efforts, inadequate finance barricaded the library development with regard to collection (resource) development, teaching aids, infrastructure etc.

☞   Notwithstanding, unavailability of adequate technical processing tools like schedules and codes created impediments in organization of knowledge.

1.6.2. Objective of the Study

The objectives of the study are to,

1.   Examine the Collection (Resource) Development of the college libraries under study.
2.   Ascertain the type of library services provided by the college libraries.
3.   Assess the use of library resources among the patrons of the college libraries.
4.   Determine the current practices followed in selection of resources in the college libraries under study.
5.   Suggest mechanism for improvement for a sustainable collection (resource) development and better services in the libraries.

1.6.3   Methodology

The scholar adopted the following methodologies for the data collection in the present study for analysis and interpretation to derive appropriate findings, suggestions and conclusion.

☞   **Questionnaire Method**

The scholar designed two structured questionnaires out of which one was meant for the users comprising the students and faculties with relevant questions relating to the present study. The scholar distributed the questionnaire to 300 users comprising 250 students and 50 faculties of all 10 colleges under study. Further, another set of questionnaire was distributed to librarian of all 10 colleges covered under study. Out of 300 questionnaires, the distribution rate to the students and faculties are 250 and 50 respectively. Out of 250 students, 220 responded to the questionnaire which forms 73% and out of 50 faculties, 45 responded that form 90% and thus, the total population for the present study comes to 265 excluding 10 college librarians. Thus, out of total 300 users, 265 responded the questionnaire that form 88% response rate. The other structured questionnaire was distributed to the librarians/librarian-in-charge of all 10 colleges to obtain information on various aspects of the library like, collection, principle, services, infrastructures etc. The scholar received all 10 questionnaires from the librarians of the colleges that come to 100% response. The data from the filled-in questionnaires were tabulated and supplemented with suitable graphical presentation wherever necessary for analysis and draw conclusion. Moreover, the questionnaire also revealed the deficiencies of the respective library which facilitated the researcher to submit some valuable suggestions to improve upon the collections and services.

☞ **Interview Method:**

The scholar also made an on the spot personal visit to the respective library and interacted with the users and the librarian as well to get abreast with the prevailing situation in the college libraries which helped the scholar to deduce inferences.

1.7. Chapterization:

The present study has been divided in to six chapters. Chapter 1 of the study is discussed on Introduction, Library and its' importance, Significance and Scope of the study, Statement of the Problem, Research Design including the Objectives and Methodology, Review of literature for the research work. Chapter 2 explains about an Overview of the college libraries scenario in Mizoram and value of education, aims of education, function of education, higher education in India, recommendation of National policy on education-1986 and objective of higher education, Growth and development of higher education in India, beginnings of modern higher education, Development after Independence of higher education, Present status of Universities and Colleges in India, College library and its services the importance of library, College library scenario in Mizoram, Objective of a College Library, Library Fund, Administrative set up and library staff, Collection development, Book selection and acquisition, Organization of materials, classification, Library Catalogue, Accessibility, Maintenance, Library Users, Library Services, Library automation and networking environment in Mizoram. Chapter 3 of the study illustrates about Collection Development Policy and their Assessment Technique, Collection Development in Academic Libraries, Measurement of Collection Evaluation etc. Chapter-4, is discussed on Information Sources and Services including detailed account resources i.e Books, Back volumes, Reference tools, Conference proceedings, Periodicals (India/ foreign) etc which are available in the Library. Chapter-5 of the work focuses on Data Analysis and Findings of the research work. Chapter 6 spells out about the suggestions from the librarians, faculties and students to improve the services of the libraries including research findings and finally discusses about conclusion

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2.1 Introduction

The term Education has been derived from two Latin words, "Educare" and "Educatum". 'Educare' means that, 'to bring out or to nourish' and 'Educatum' means that 'act of teaching or training'(kumar,satish). It developed the principles and practice of teaching. Sometimes, the Greek word 'pedagogy' is used for education. In Hindi, 'shiksha' is derived from the Sanskrit word 'shas' which means 'to discipline', 'to control', 'to instruct' and 'to teach'. In traditional sense, education means controlling or disciplining the behaviour of an individual. Similarly there is another term in Sanskrit word which is 'vidya' which means 'to know'. The term "Vidya" has originated from "Bid" meaning knowledge. Thus, vidya is the subject matter of knowledge irrespective of the field. It is a way disciplining the mind, gaining knowledge and imparting it which is the foremost considerations in academic field.

Education is not only in schooling or any instruction which gives out by elders to younger ones. It is the most important for developing character and personality. It also developed not only in class room teaching but also social liafe, social life includes all kinds of out of class activities, man are getting experience throughout his life. . Education helps to develop social self so that an individual may become an effective and useful member of the society. Education is a process of directed learning. Education sociology focuses upon the social forces through which the individual gains experience.

2.1.1 Value of Education:

The value of education is well judged from different levels of education which comprise school education, college education, university education etc. However, value can be determined through the quality education imparted at various levels. In higher education, its prominence is gaining momentum to make the society a higher degree of learning. It has been envisaged in many ways by different educationists, experts, intellectuals, philosophers etc. Some of them have been discussed below. Further, many sporadic attempts have been made by different committees, associations, Government to make it a qualitative approach and improvement in education. This is prevailing not only in school level, it is remarkable in the college level which constitute the first step in higher education sector.

⮷ Education Commission (1964-66)

The report of the Education Commission in 1964-66 mentioned that, the expanding knowledge and the growing power of modernization places at the disposal of society, must therefore, be combined with the strengthening and deepening of the sense of social responsibility and a keener appreciation of moral and spiritual values. The weakening of social and moral values in the younger generation is creating many serious and social and ethical conflicts. In the situation that is developing, it is equally for us to give a proper value orientation to our educational system"

⮞ **University Education Commission (1948)**

The University Education Commission (1948) deals in the physical aspects of both the philosophical and practical in value-oriented education and it has made certain valuable proposals so that it can reform. But they were implemented only in a small number of institutions.

⮞ **Sri Prakash Committee(1959)**

The Central Advisory Board of Education appointed a special Committee on Religious and moral Instruction in the year 1959. It is popularly known as the Sri Prakash Committee. It is a matter of sorrow that the response from the educational institutions is very poor.

⮞ **Kothari Commission (1964-66)**

Under circumstances, the Kothari Commission has given the following recommendations to adopt active measures to give a value-oriented education. The recommendations are:

☞ The Central and State Governments should be measures to introduced education in moral, social and spiritual values in all institutions under their direct control on the lines recommended by the University Educations Commission on religious and moral instruction.

☞ The private managed institutions should also be expected to follow suit.

☞ Apart from education in such values being made an integral part of School Programmes generally, some periods should be set apart in the time-table for this purpose. They should be taken, not by specially recruited teachers, but by general teachers preferably from different communities, considered suitable for the purpose. It should be one of the important objectives of training institutions to prepare teachers for it.

☞ The University Department in comparative Religion should be especially concerned with the ways in which these values can be wisely and effectively imparted and should undertake preparation of special literature for use by students and teachers. (Kumar, Sanjit and Gogan,2015).

2.1.2 Aims of Education

Education is a purposeful activity. By education, it is intended to bring certain desirable changes in the students. Education is a conscious effort with definite aims and objectives. In the light of these aims, the curriculum is determined and the academic achievements of the student are measured. Education without aim is like a boat without its rudder. Aims give direction to activity. Absence of an aim in education makes it a blind alley. Every stage of human development had some aim of life. The aims of life determine aims of education. The aims of education have changed from age to age and thus, it is dynamic because the aims of life are dynamic(Kumar, Satish and Ahmad, Sajid, 2009).

The aim of modern education is individual as well as social development. Education helps to develop an individual to make his life better as a member of the society. Education now emphasizes total development of an Individual. This development includes intellectual, social, moral, aesthetic, cultural, physical development. Education should change not only in the amount of knowledge gained but in abilities to do, to acquire habits, skills, interests and attitudes which characterize a person who is society accepted, personally well-adjusted and socially responsible. Thus, the social aims of education is emphasizes by the educational sociology (Arihant, UGC NET/SET)

2.1.3 Functions of Education

According to Payne, from the point of view of educational sociology the functions of education are mainly three (a) Transmission of Social and Cultural Heritage, (b) Development of new Social Patterns, and (c) Creative and Constructive Role. Education is to help in transmitting the cultural heritage with the help of such agencies as the school, the home, the religious organization, the radio, the T. V., the cinema, the press and the playgroup. But education is not only to transmit the past 24 cultural heritage but also to develop new social patterns in such areas as health, leisure, vocation, home-life etc. Thus from the sociological point of view, education be regarded as a conservative force, a creative force and a critical force (Kumar, Satish and Sajjad, Ahmad, 2009)

2.2 Higher Education in India

Higher education in India is one of the largest and oldest systems of higher education in the world. The National policy on Education-1986 viewed Higher Education as, "Higher education provides people with an opportunity to reflect on the critical, social, economic, cultural, moral, and spiritual issues facing humanity. It contributes to national development through dissemination of specialized knowledge and skill. Being at the apex of the educational pyramid, it has also a key role in producing teachers for the education system. The report, 'Higher Education in India at a Glance' prepared by the Chairman, Ved Prakash and other senior UGC members, states the vital statistics pertaining to higher education in the country in terms of number of institutions, type of degree awarding institutions and the enrolment ratio etc in past 61 years (1950 to 2011). The report highlights encouraging figures in the growth in number of institutions and enrolment ratio but it also shows that this growth is more in professional streams. It also potrays a dismal picture on the research and development front (Kumar, Satish and Sajjad, Ahmad, 2009 and Gogan.M, 2015)

Higher education in India has evolved in distinct and divergent streams. All those stream are monitored by an apex body. The Ministry of Human Resource Development are indirectly controlled them. The state Governments are mostly funded their university. However, there are 18 important University called Centre Universities, which are maintained by the Union Government and because of relatively large funding they have an edge over the others.

The 21st century is the age of knowledge-based economy, and this century is a main stage of change. Higher education has also evolved in this impact and also challenging in the traditional system of education. The difference between wealth and quality of life in the developed and developing world has been attracting the attention of the world. In developed countries, the exponential growth of population is equivalent by the exponential growth of knowledge. But in all developing countries the development of higher education and its efforts are being promote by the respective Government. Central Government and state Governments are trying to look after the talent through focusing on the number of Universities and Colleges for expansion of higher educations. In the Year 1950-51, there were 30 universities and 695 colleges. This number has increased to 693 Universities and 35,500 colleges up to November 2014.

2.2.1 Recommendations of National Policy on Education-1986 (NPE) (Re-organisation of Education)

Higher Education: The NPE was set up in 1986 which recommended for reorganisation of education. The NPE visualized that higher education should become dynamic as never before. The main features of the programmes and strategies are to impart the necessary dynamism to the higher education system which comprises the following (Kumar, Satish and Sajjad, Ahmad, 2009 and Gogan.M, 2015)

⇨ Consolidation and expansion of Institution
⇨ Development of Autonomous Colleges and Developments
⇨ Redesigning Courses.
⇨ Training of Teachers
⇨ Strengthening Research
⇨ Improvements in Efficiency
⇨ Creation of structures for co-ordination at the State and National levels and
⇨ Mobility.

2.2.2 Objectives of Higher Education

The United National Educational Scientific Cultural Organisation (UNESCO, 1998) has prepared a document in October 1998 deciding the preamble, prospective and programmes of higher education for 21st Century. The document was supplemented with following 16 Articles which reveal the goals of higher education

1	**Article-1**	Mission to educate, to train and to undertake research.
2	**Article-2**	Ethical role, autonomy, responsibility and anticipatory function.
3	**Article-3**	Equity of access.
4	**Article-4**	Enhancing participation and promoting the role of women.
5	**Article-5**	Advancing knowledge through research in Science, the arts and humanities and the dissemination of its results.
6	**Article-6**	Long-term orientation based on relevance.

7	**Article-7**	Strengthening co-operation with the world of work and analysing and anticipating societal needs.
8	**Article-8**	Diversification for enhanced equity of opportunity.
9	**Article-9**	Innovative educational approaches: critical thinking and creativity.
10	**Article-10**	Higher education personnel and students as major actors.
11	**Article-11**	Qualitative evaluation
12	**Article-12**	The potential and the challenge of technology.
13	**Article-13**	Strengthening higher education management and financing.
14	**Article-14**	Financing of higher education as a public service.
15	**Article-15**	Sharing knowledge and know-how across borders and continents
16	**Article-16**	From 'brain drain' to 'brain gain.

Source: http://www.unesco.org/education/educprog/wche/declaration_eng.htm

The University Education Commission - 1048-49 has identified the objective of higher education as follows:

➲ **Wisdom and knowledge:**

Since education is both training of minds and training of souls, it should give both knowledge and wisdom. No amount of factual information would take ordinarily into educated men unless something is awakened in them. Therefore, there should be inculcation of wisdom and knowledge.

➲ **Aims of the social order:**

Our education system must find its guiding principle in the aims of the social order for which it prepares. Unless we preserve the value of democracy, justice, liberty, equality and fraternity, we cannot preserve our freedom.

➲ **Love for higher values of life:**

The greatness of a country does not depend on the extent of its territory, the length of its communication or the amount of its wealth, but on the love for higher values of life. We must develop thought for the poor and sufferings, regards and respect for women, faith in brotherhood regardless of race, color, religion etc.

➲ **Training for leadership:**

One of the important aims of higher education is the training for leadership in the profession and public life. It is the function of Universities to train men and women for wise leadership (Khan, 2010)

The Indian Education Commission (1964-66) has made the following recommendations which are intended to,

❶ Seek and cultivate new knowledge, to engage vigorously and fearlessly in the spirit of truth and to interpret old knowledge and beliefs in the light of new needs and discoveries.

❷　　Provide the right kind of leadership in all walks of life, to identify gifted youth and help them develop their potential to the full by cultivating physical fitness, right interests, attitudes and moral and intellectual values.

❸　　Provides society with competent men and women train in agriculture, arts, medicine, science and technology and various other professions, who will also be cultivated citizen individuals imbued with a sense of social justice.

❹　　Strive to promote equality and social justice and to reduce social and cultural differences through diffusion of knowledge.

❺　　Foster in the teachers and students and through them in society generally the attitudes and values needed for developing the good life (Khan, 2010).

2.3   Growth and development of Higher education in India:

In the ancient Rishis and Sages in the Vedic Age, higher knowledge and higher education's main theme was very popular in India. The exact date cannot be mentioned clearly but it can be able to traceable to the great antiquity. In the Vedic and Upanishadic period, the early Gurukul system of education had developed and it became more flourished in this period, but in the 6th Century BC, a huge University came to be set up at Takshashila. Two other Universities namely, Nalanda and Vikramshila were established in the 4th and 5th centuries AD, respectively.(Arhant, UGC NET/SET,

2.3.1   Beginnings of Modern Higher Education

The modern higher education system is only 140 years old. In 1857, the first three Universities were set up under the British rule. The policy and their guidelines were given by Macaulay and woods Despatch(1854) shape the scope and the role of Universities in India. At that time, all the colleges which were set up in India were affiliated to British Universities. In 1857, for the first time, Universities were set up in India, Existing colleges get affiliated to these Universities.

The institution of higher education was developing slowly in India between 1857 and 1947. During this period, administrative headquarters and Port town were set up mostly in India. They provided education in literature, history, philosophy, political science, social science and natural science. The Indian scholars were slightly modified the guiding principles of colonial rulers, the Indian scholars are desired to blend Indian culture with western thought. They thought that this would make Indian appreciate knowledge –both from Indian as well as from the British point of view. These two philosophical approaches simultaneously operated during the colonial period.

2.3.2   Developments after Independence:

India planned for development of the country after independence in higher education sector. The first five year plan focused on agriculture, the second Five Year Plan on Industry and the Third Five Year Plan focused on agriculture and agro-based industries. This approach for the development called for development of the education system in the subsequent Five Year Plans,

to meet the challenges of the development and the needs of agriculture, industry and society in general.

During the independence, India had only 20 Universities and 500 colleges located in different parts of the country. In the post-independence period, higher education developed fast, and it is mostly public in nature. Now, India ranks very high in terms of size in higher education institutions network, with an enrollment of more than 6.75 million students

2.3.3   Present status of Universities in India (As on 26.11.2014)

The Indian Higher educational system is considered to be the second largest in the world which is next to the United State of America and is very complex regarding its spatial outreach and profile of students and teachers in terms of their linguistic, social, cultural and economic background. The higher education in India has rapidly increased in its institutional capacity since independence. During 1950 and 2014, the number of universities has increased from 20 to about 693, colleges from 500 to 35,500.

Higher Education sector has rapidly increased in the number of Universities and colleges after Independence. The number of Universities has increased 34 times from 20 in 1950 to 693 in 2014. The number of colleges has also increase of 71 times with just 500 in 1950 growing to 35500, as on 26th November, 2014. The central government has very much promoting higher education and the state government is trying to equip the number of universities and colleges for the expansion of higher education policies. Central and State ties in the context of education being under concurrent list and centre and state governments established various types of higher educational institutions along with the establishment of institutions by philanthropists. Table 3 collaborated with Graph 2 given below depicts the presents status of universities in India.

Table- 3: Present status of Colleges and Universities in India

Sl.No	Type of Universities	Total	Cumulative
1.	Central Universities	45	45
2.	State Universities	325	370
3.	Deemed to be Universities	128	498
4.	Private Universities	195	693
	Total	**693**	

Source: Truman's specific series, CBSE UGC NET/SET paper1(Rev.s ed.2016)
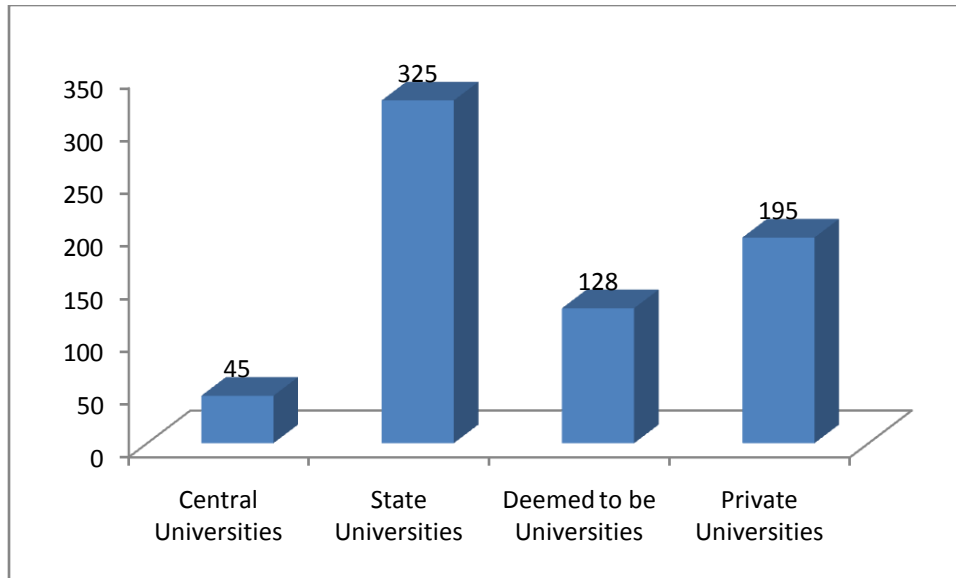
(Graph 2: Present Status of Colleges and Universities in India)

As on 26.11.2014 as reflected under table 2 there are 693 universities in India, among these, 45 are Central Universities established by the Act of Parliament, 325 universities are owned by State authority, Central Government has conferred the status of Deemed to be University to 128 institutions established by the Central Government and Philanthropists, and 195 university are under private authority.

2.4   Higher Education in Mizoram:

In Mizoram, the education is started since the Britsh Missionaries, who arrived in the second half of the 19th century, the Christian missionary are the pioneer to introduced education throught out Mizoram and they also keen to spread Christianity to Mizo people, till now most of the Mizo people are Christian. 11.January 1894 Rsev F.W Savidege and Rev JH Lorrain prepared Roman script for Lushai language and Primary school was launch in 2nd April 1894 at the missionaries take much interest to the spreading upto Primary level and after along gap of year, the middle school was started functioning in some part of Mizoram in the year between1908-1943. In 1944, there were only three middle school was started in Mizoram. In the post independence period Mizoram made tremendous progress in the field of education at all levels.

The Mizo people are engaged in agriculture and at that time there is no colleges or any institution for further studies within Mizoram, In those days, Mizoram was facing many problem regarding transportation and there is no motor –able road and thus was inaccessible, the nearest rail station is Silchar (Assam) and They could be able to reach this rail station on two to seven days by small boat down to the river of Tlawng. So, they were not so well off to even think of continuing their studies in a college out Mizoram, At that time The Christian Missionaries can also made no efforts for developing higher education, and the Mizos had no chance to enhance their knowledge. At that time, the Mizos who are trained people are getting appointments as Clerks,

teachers and hospital assistants etc. They thought that education and Christianity could give them relief from worrisome toil of cultivating a hard land. Most of the common young people left their agriculture pursuit. But due to transportation problem, most the people cannot go for further studies in outside Mizoram, however, with the opening of the motor road between Silchar and Aizawl, a few people could get a further education at outside the State.

Mizoram State is slowly developing in education and in the year 15th august, 1958, the Aijal College was started functioned which is the first college in Mizoram, and is recognize by Guwahati University, Guwahati in 1960 and the first classes was started at the Theatre Hall of Aizawl, now as Vanapa Hall. Most of the students are generally worked in Government offices and working in other fields during day time, and they can only attend the classes at night for their convenient. In 1964, Aijal College renamed it as Pachhunga Memorial College because of a remarkable gift from Mr. Pachhunga who donated a sum of Rs 50,000/-(Rupees Fifty thousand only) . Thus, in 1965, the Government provincialised this College and it became the first Government College in Mizoram and was renamed as Pachhunga Memorial Govt. College. The North Eastern Hill University had upgraded the College into constituent College in the year of 1979, at that time they also renamed it as Pachhunga University College. When the first College was started functioning in Mizoram, it attracted the students from wide age range, most of the students are young but most of them are also old and thus, College education is spreading continuously in all over the State and soon, the college was started established in the southern district of Mizoram, the first college of southern Mizo district was found in Lunglei after the on interval f six rears in 1964, there after the number of colleges are rapidly increasing during the life span of span of time in Mizoram, and which were affiliated to Guwahati University till 1973 and after this year, the North Eastern Hill University took them over under their authority.

Majority of the colleges provide Arts or Humanities subject but most of them does not has an Science and Commerce stream, The teaching of Science stream was started functioning at Pachhunga University College in the year 1973-74 session, now, there is six colleges which can provide Science stream in Graduation level. Hrangbana College is the first College of starting to offered commerce stream, at present there is four (4) Colleges which can provide commerce in Graduation level. The Government of Mizoram should take an initial action for the growth and development of woman education and Zirtiri Women College is the first women College in Mizoram , which is established in 1980 at Aizawl, the college offered Home Science for the first time and now it provide teaching facilities up to B.Sc(hons) in Home Science. Most of the colleges within Mizoram are provided teaching at Honours level in both Arts and Science Subjects. Two colleges are offered Nursing and Paramedical colleges they are RIPANS(Regional of Para Medical and Nursing Science), and MCON(Mizoram College of Nursing), RIPANS is funded by Ministry of Health , Government of India and in all over Mizoram, there is one Law Colleges

For enhancing higher education in Mizoram, there is an important milestone in the expansion of higher education in Mizoram was establishment of Mizoram University in July 2001. At that time, The University is located in Aizawl and it spread over two campuses, the main campus on the outskirts of the city(PG campus) and a 750 acres in the city(UG Campus). Prior to the existence of the Mizoram University, The North Eastern Hill University with the headquarters at Shillong was operating a Campus in Mizoram. Headed by Pro- Vice Chancellor, At that time, there were seven courses are offered by this University but at the end of XI Plan, 31 discipline course are offered by this University.

2.4.1 College Library and its Services:

Academic library play a significant role for providing the requirements of the users, including students and faculty, it spread out varied, authoritative, teaching methods for teachers and up to date resources to the users which can satisfy the users need and mission. Library is a store house of information and storing sufficient number of information through Books, Journals and other record materials which can help the student and faculty in their studies.

Library is one of the most important parts of a college. It requires huge budget for providing more support information to the teaching and learning process in the college. The good quality of education is linked with the library and it is the information collected and disseminated that determines the quality of teaching learning process, it requires adequate number of professional and non-professional staff and sufficient budget to meet its real objective.

The different colleges has different services offered on the basis of their provide collection of materials and skill and efficiency of the library staff. The library plays a vital role in supporting the academic activities of the institutions by establishing, maintaining and promoting library and information services, both quantitatively and qualitatively. Now-a-days, library offers a broad range of services from reference to electronic information services. Most of the colleges made a certain rules and guidelines regarding the library hours of access, circulation policies and other regulations to offer better services to the users. A college library is usually offer the following services:

➢ Circulation services
➢ Reference Services
➢ Display of new arrivals and notification
➢ Unser orientation / Information Literacy
➢ Current Awareness Services/ Clipping Services
➢ Bibliography services
➢ Reprographic Services
➢ Interlibrary Loan Services/ Resource Sharing
➢ Internet/Digital Resource (Lalchhingpuii,2012)

Library plays a vital role for developing academic pursuit in the higher education stream. The main purpose of a college library is lending of books also are extended to multiple areas. However, most of the college libraries, books are being transacted on a particular day in a week, thus denying the students the privilege of borrowing books on the other six days. Most of the library can not be able to provide sufficient reference service due to lack of budget and insufficient number of professional staff.

2.5. Development of College Libraries in Mizoram:

The development of college Libraries is depend on the development of colleges themselves, The first ever college in Mizoram was established in 1958 at Aizawl, later it was shifted to its present site with generous financial support of a wealthy philantrophy Mr. Pachhunga after whose name the College became to be known as Pachhunga Memorial College. With the rapid rise of student population, there arose increasng demand for higher education from other area as well as resulting in the establishment of Lunglei and Champhai College in 1964 and 1971 respectively. Aizawl College, the second of its kind in the Capital of Mizoram came up in 1975. Before establishment of Aizawl College in 1975, Serchhip College has been established at Serchhip. In the year 1978, Both Kolasib and Saiha College were established in their respective areas in 1978, In the year 1980, the number of Colleges in Mizoram goes up by three Hrangbana College at Aizawl, Zirtiri College at Aizawl and Lawngtlai College at Lawngtlai have been established this year. Thereafter, the following years saw more colleges established in quick sucession at many other smaller townships like Lunglei, Mamit, Saitual, Zawlnuam, khawzawl, etc. To add the growing number of Colleges in Mizoram, Thus, along with the establishment of the colleges, the library of each college also started functioning and developed gradually along with the development of each college.

Education system of Mizoram was administered under one directorate till 1989, In 1993, a new Directorate of Higher and Technical was established and is separating from education Department. Since 2nd july 2001, the State has their own University by an Act of Parliament with a Central University, With the establishment of Mizoram University the long cherished desire for promoting higher education in the state came to reality. There are 28 colleges affiliated under this University. (Ramnghahmawia,2012)

2.5.1 College Library scenario in Mizoram:

In Mizoram, College library has been taken by Higher and Technical department, when the College had established, College library had started functioning in each and every College, in every Institution, the Principal, who is head of the institution take all the responsibilities for the administration of the library and majority of the Colleges has a Library Commitee and separate Library buildings but a few institution do not have a separate building.

The main goal of a college library is to provide right information to the right user, serving student and faculties. Usually the classes comprise a large number of students and unlike school education, the student of college get much less individual attention from the teachers, The student, therefore, have to depend much more on themselves.

2.5.2 Objective of a College Library:
The following are the objectives of a college library:
- ✓ To promote the records of human knowledge and to keep them up-to date in accordance with the growing needs and requirement of today and tomorrow
- ✓ Remind the faculty for the various opportunities of using library resources in teaching.
- ✓ Facilitate an individual and a group of the readers in the use of library resources with practical demonstration on how to seek the information
- ✓ Provide necessary resources for staffs and student
- ✓ Assist teaching staffs in organizing the synthetic methods of teaching
- ✓ Bring documents to the notice of students and the academic together under environments which stimulate reading for pleasure, self-realization etc.
- ✓ Provide the support for the students to meet their curriculum requirement.
- ✓ To provide reference materials to the students and teachers

(Source: Regional Seminar on: Resource mobilization for College libraries in North-Easternregion, Proceedings, 2012)

2.5.3 Library Fund:
Finance is the most important factor in collection development. Every Library requires more adequate fund so that it can purchase more materials and maintenance of the library, In Mizoram, the Government has fixed Rs 75/- per student for one academic session as library fees and it should be followed by all the colleges under its jurisdiction. The State Government does not make separate funding for library budget and the primary and main source of finance is from students' library fees. As we had mention before that there are 28 colleges under Mizoram University, out of this, 23 colleges are under the category of 2(f) and 12(B) which means that those colleges have permanent affiliation and they are eligible to get central funds from the UGC. In order to get grants from UGC, there are certain norms and standards to be fulfilled **by** the colleges, UGC has sanctioned Grants in aid for College development under different schemes during the 11th plan which includes funds for procurement of Books and Journals, Every College libraries in Mizoram, their main financial source of income is from Grants which are allocated by the UGC for developing of College library. Every College Libraries main had financial problem, because of lacking of budget, Mizoram College Libraries are very backward compare to neighboring State

2.5.4   Administrative set up and library Staff:

Almost the entire College library was set up function without proper administration. In most of the Colleges, the Librarian are propose to nay matter to the Principal through Head Assistant which seems to be very inappropriate in protocol. Library staff is very important so that library can function properly and efficiently, a library requires qualified, able and energetic employees. It needs Professional as well as non- professional staffs. But if comparing to other states, College library staff in Mizoram is very less number in both Professional and non- professional. Most of the College Libraries are managed by one library staff whereas some have one or two staff which is very insufficient to run an ever growing library. Besides, Library staff are engaged with other official works in the College office, it can make a big problem in the Library services. In overall of the Colleges, they all have staff problem.

Table 4: List of Library personnel in Colleges of Mizoram

Sl.No	Name of the College	Year of Estd	Professional (qualified)	Semi Professional (q.*/ u.**)	Supporting staff
1	College of Teachers Education, Aizawl	1975	1= Librarian (Superannuated)	1= Lib. Asst(q)	1
2	Govt. Aizawl College	1975	1=Librarian	1= Lib. Asst(u)	2
3	Govt. Aizawl North College	1988	1=Librarian	1= Lib. Asst(u)	1
4	Govt. Aizawl West College	1990	1=Librarian	1=lib. Asst(q)	1
5	Govt. Champhai College	1971	1= Dy. Lib	1=Lib. Asst(q) (contract)	1
6	Govt. Hnahthial College	1979	1=Librarian	-	1
7	Govt. Hrangbana College	1980	1= Librarian	1=Lib. Asst(q)	2
8	Govt. J. Buana College,	1983	1=Librarian	-	-
9	Govt. J.Thankima College	1992	1=Librarian	-	1
10	Govt. Johnson College,	1993	1=Dy. Librarian	1=Lib. Asst(u)	1
11	Govt. Khawzawl College	1985	-	1=Lib. Asst(u)	-
12	Govt. Kolasib College,	1978	-	1=Lib. Asst(q)	1
13	Govt. Lawngtlai College	1980	-	1=Lib. Asst(u)	-
14	Govt. Lunglei College	1964	1=Dy. Librarian	-	-

15	Govt. Mamit College	1983	1=Librarian	1=Lib. Asst(u)	1
16	Govt. Saiha College	1978	-	1=Lib. Asst(u)	1
17	Govt. Saitual College	1984	1=Librarian	1=Lib. Asst(u)	1
18	Govt. Serchhip College	1973	1=Librarian	1=Lib. Asst(q)	1
19	Govt. T. Romana College	1992	1=Librarian	1=Lib. Asst(u)	1
20	Govt. Zawlnuam Colleges	1986	1=Dy. Librarian	-	1
21	Govt. ZirtiriSc.College	1980	-	1=Lib. Asst(q)	1
22	Kamalanagar College	1992	1=Librarian	-	1
23	Mizoram Law College	1983	1=Librarian	1=Lib. Asst(u)	1
24	Pachhunga University College	1958	1=Asst. Librarian	2=Prof. Asst(q) 1= SPA 4=junior library asst	2
25	Regional Institude of Paramedical and Nursing Science (RIPANS)	1996	1=Librarian	1=Asst lib 1=Catalouger 1=computer operator	-
26	National Institute of Electronics and Information Technology (NIELIT)	2000	1=Librarian	-	-
27	Mizorama College of Nursing	2005	1-Asst Librarian	-	-
28	Higher and Technical Institute of Mizoram (HATIM)	2008	1=Librarian	1=lib asst	

NB. *q- Professionally Qualified, **u- Professionally Unqualified

2.5.5   Collection Development:
Library should give out information to the users and a good collection in the library is very important for users' i.e. students, teachers and non-teaching staff, In Colleges, a good quality output is greatly depended on information or documents which are stored in a library. Every College library should have a basic collection such as reference book, textbook, periodicals, light reading materials and materials suitable for various competitive and entrance examinations. In Mizoram, most of the college libraries have below 15,000 Printed materials in their library, some of them do not have CD ROM collection and not subscribing electronic resources and e-database from any library consortia and most of the college library does not subscribe sufficient number of journals.

2.5.6   Book Selection and Acquisition:
It is clearly seen that every college library has following a book selection policy, strictly to make use of the available budget profitably and to meet maximum requirements of the readers. In Mizoram, most of the colleges have book selection committee. All Head of the Department, Principal, and Librarian are represented in this book selection committee.   The Library committee selects all text books, reference books and periodicals which will be helpful for teaching learning process. The document required for the department is selected by concern teachers and general type of materials is selected by the librarian. Faculties from each department are requested to submit their requirements to the authority/library committee. Then, the authority inform to the Librarian to place order as per available of budget. Some of the college libraries in the state do not constitute a committee for this purpose.

2.5.7   Organization of materials:
Many require documents/materials such as textbook, reference book, periodicals, maps, audio, video materials and other type of micro forms are stored in the library, they all need to organized in a systematic way**.**

2.5.8   Classification:
A library collection can be organized systematically in a subject wise, based on Decimal class numbers. Decimal class numbering with subject wise of document is simple to arrangement and help to search easily a right book for the users. Majority of the college library using Dewey Decimal Classification (DDC) for classifying their library materials and is done by the Librarian or professional staff in that college. Collection of some college libraries is fully or partially unclassified**.**

2.5.9 Library Catalogue:

A College library requires some sort of a catalogue to assist the users for identifying and locating their required documents. A well catalogue will help the students to easily decide upon the books they may have and will save a lot of time wasted for searching a right book for the users. Card catalogue by AACR II is popular among college libraries in Mizoram.

2.6 Accessibility:

Another important services of the Mizoram college library is Accessibility of materials to the users, In a library, every user have a right to access freely to their required documents, a library can offer either open or closed access or both to their collection. Most of the college libraries in Mizoram have following an open access system.

2.6.1 Maintenance:

The library collects and maintains copies of prescribed textbooks in sufficient numbers to reduce the problem. Libraries have conducted Stock verification in during vocation period. Many of them have practicing library preservation method, and they cared damaged book properly, actually, for preserving library material stack room should be properly lighted and well ventilated.   Some college libraries bind and keep important periodical publications but some do not in Mizoram.

2.6.2 Library User:

The user community of a college library includes students, teachers and non-teaching staff. College Library used to conduct user education such as user's orientation program, user's awareness etc.. It is found that the number of students using the library collection is decreasing day by day due to the spoon-feeding system of education followed in colleges.

2.7 Library services:

The quality and variety of services offered in a library greatly decide the extent of use of their library collection. A college library is expected to offer the following services-

- ➢ Circulation services
- ➢ Reference services
- ➢ Current awareness service
- ➢ Bibliographic service
- ➢ Reprographic service
- ➢ Inter library loan service

Some college libraries offer the first three mentioned services in Mizoram. The number of books allowed to students teaches and staff varies from library to library. Usually the period of books borrowed is 15 days for students and 30 days for teachers.

2.8   Library Automation and Networking Environment in Mizoram:

In Mizoram, after a few years of the present millennium, college library has been started functioning computerization and automation activities. Due to lack of qualified information handling staff, imbalance for college fund and inadequate fund allocation for the development of library in automation environment are the main causes of slow progress in Mizoram. Most of the college libraries have been automated partially and automation is still going on. At present majority of the college has started computerized library in with the help of SOUL software and is well equipped with the help of INFLIBNET financial support, Library resource sharing in digital form or networking has been functioning excellently in other developed countries and the other states of India since long back, there are 12(twelve) colleges which are affiliated to a member of N-list, such as:

Table 5: List of N-list member in Mizoram

Sl.No	Name of the Institution	Name of the University	Year of joining N-list
1.	Govt Aizawl College	Mizoram University	2010
2.	Aizawl theological College	Senate of Serampore	Not eligible
3.	Aizawl theological college	Senate of Serampore	Not eligible
4.	Govt. Saitual College	Mizoram University	2010
5.	Govt. Aizawl North College	Mizoram University	2010
6.	Govt. Aizawl West College	Mizoram University	2011
7.	Govt. Hrangbana College	Mizoram University	2010
8.	Govt. Mamit College	Mizoram University	2012
9.	Govt. T.Romana College	Mizoram University	2014
10.	Institude of Advanced Study in Education	Mizoram University	2014
11.	Lunglei Govt. College	Mizoram University	2010
12.	Pachhunga University College	Mizoram University	2011

The above table shows that out of 28 degree Colleges, 10 Colleges are N-list member while One theological College i.e Aizawl theological College is not eligible to affiliated, and five colleges i.e Govt. Aizawl College, Govt Saitual College, Govt Aizawl North College, Govt Hrangbana College and Lunglei Govt. College had joined N-list in 2010, Govt Aizawl west College and Pachhunga University College are joining N-list in 2011 and in 2014, Institute of Advance Study in Education are also joined. Overall colleges in Mizoram have need to improving in networking environment.

2.9. Conclusion:

In Mizoram, College Libraries faces many problems to its effectiveness, most of the library problems are inadequate number of library staff, in balanced collection, inadequate finance, and lack of sufficient space. All those problem need to be solve by the authorities so that the libraries could success in every way of disseminating information and developing library and Colleges. The state Government should also eradicate the problem of Librarian and attempt is being made for implementing the need of the college libraries

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3.   Introduction:

Bhupendra Ratha(2001), says that, "Library collection is a sum of library materials, books, manuscript, serials, pamphlets, reports, recording, microfilm, e-resources and online resources etc that make up the holding of a particular library"

This chapter is focused on the collection development policy in College Libraries. It involves the development of books, serials, non-book materials, selection, acquisition, maintenance, ISBN, ISSN and Cataloguing in Publication (CIP) (Truemans' series, UGC NET/SET). The library collection development is the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources, and other media, it is sometimes considered as synonymous to 'collection building", which means that there are already nuclei of collection in the library and the librarian is going to build up the collection. But collection development is a term different from collection building since the word "Development" implies qualitative improvement of the collection, whereas building collection is likely to mean the planned and systematic development of an already existing collection. It involves the selection and acquisition of materials, as said by Shipman. Harrod's Librarian Glossary(6th edition) defines " collection development" as "the process of planning a stock acquisition programmed not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years, to meet the objective of the service"(Barman,2013)

According to the 'The International Federation of Library Associations and Institutions' (IFLA), acquisition and collection development focuses on methodological and topical themes pertaining to acquisition of print and other analogue library materials (by purchase, exchange, gift, legal deposit), and the licensing and purchase of electronic information resources. 'Development of a library collection, including the determination and coordination of selection policy, assessment of needs of users and potential users, collection use studies, collection evaluation, identification of collection needs, selection of materials, planning for resource sharing, collection maintenance and weeding, and budgeting.' (Jesmi, P.J)

The term "collection development" refers to the process of systematically building library collections, it help the user to study, teaching, research, recreational, and other needs of library users. The process includes selection and deselecting of current and retrospective materials, the planning of strategies for continuing acquisition, weeding out of obsolete, irrelevant, unused and not to be materials and evaluation of collections to determine how well they serve user needs(Fordham). Overall, collection development encompasses many library operations ranging from the selection of individual titles for purchase to the withdrawal of expendable materials
In addition to ongoing materials acquisition, library collection development includes:

- The creation of policies to guide material selection
- Replacement of worn or lost materials
- Removal(weeding) of materials no longer needed in the collection
- Planning for new collections or collection areas
- Cooperative decision-making with other libraries or within library consortia (Barman,2013).

The primary goals of the library are to develop a collection which supports the current curriculum and meets departmental or program accreditation or re-accreditation requirements and serves the users' needs. The library also follows the collection requirements outline by grant funding agencies and consortium to which it belongs, the purpose of the collection development policy is to provide guidelines for the selection of materials consistent with these goals. The library also recognizes require information of the available resources for the success of the student outside of curricular areas. The secondary goal for the library is to develop collections and resources which support the extracurricular and recreational interests of students (particularly in developing an interest in lifelong learning) and community needs.

3.1. Principles of Selection of Documents in the Library:

In every library, a good collection is based on their selection, and for developing a good collection, documents of various types and in different physical forms are procured. The following principles of selection are most important in selection of document in the library. They are as follows:s

(a) **Drury's Principle:** It was enunciated by Drury in 1930. It states, to provide the right book to the right reader at the right time. In this principle reader is the central theme. A document is right or otherwise is to provide when the user needs it for use. The selector should know the users and their requirements.

(b) **Dewey's Principles:** The famous library science scholar also gave a principle for selection of documents for the libraries, which states the best reading for the laegest number at 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 users.

(c) **McColvin's principles:** This principle was advanced in 1925 by L.R. McColvin. He states that Books in themselves are nothing. They have no meaning until they are made serviceable by demand. Hence the book selection, by this principle, is directly related to demand, the greater is the resultant and possible service. The term supply refers to the availability of reading material in all its varieties.

(d) **Ranganathan's Principle:** The first three laws of Library Science enunciated by Ranganathan are most helpful in formulating the principles of selection of the documents for libraries. The first law i.e documents are for the use, makes it obligatory that only

those documents should be selected which are of the use of the users of a particular library. While selecting the documents, the present and potential requirements of the users must be kept in view. The second law, i.e., every reader his/her document, directs the selector to cater to the informational needs of all the users of the library. The third law, i.e., every document its reader, suggests that all efforts should be made to put to use only those documents of value which have been selected anticipation of the needs of the users.

(Source: Truman's,UGC NET SET,2012)

3.1.2 Formulating a Collection Development Policy

There are so many suggestions offered for writing an effective collection development policy. The American Library Association propounded the most import standard reference document, Guide for Written Collection Policy Statements (1996). The ALA guide signifies that the essential elements for a written collection development policy and establishes a standard terminology and structure for use in the preparation of such a policy. Although not equally applicable to all libraries, the guidelines were formulated to serve libraries of all kinds of sizes. By drafting individual policies, libraries can "produce tools that enable selectors to work toward defined goals and thus to use funds wisely in shaping strong collections, to inform staff and users concerning the scope and nature of existing resources and plans for continual development of collections, and to provide information that will help to provide objective evidence for use in the budgetary allocation process (Gabriel 1995)."

A Basic Outline of Collection Development Policy:

This outline is devised by Bushing, Davis, and Powell for WLN's *Using the Conspectus Method: A Collection Assessment Handbook* (1997)*:*
NOTE: As with the ALA guidelines, this outline has been designed for use within all library types. Individual libraries will need to alter the elements and organizational format to fit individual library needs.

- ✓ **Mission statement**: This may include the mission of the parent organization as well as that of the library. A vision statement may also be included along with long- and short-term goals and any relevant objectives related to information resources.
- ✓ **Audiences and purposes of the policy:** The purpose guideline requires inclusion of library management, planning, accountability, and consistency including the target group. The intended audience also requires accommodating the other readers and making them aware of the policy
- ✓ **Brief general description of the collections and information resources:** It provide a description of the collections on the basis of the size, primary formats, languages, and reading or information level.

- ✓ **Cooperative or collaborative collection development issues**: Make a statement with regard to other libraries and access to remotely held information resources in electronic, print, or other formats. Do interlibrary loan, Internet access, or patron direct access to other collections has an effect upon the collection management of the library?

- ✓ **General Priorities, Limitations, And Acquisition Policies**

The policies determine the collection development based on general principles, responsibilities and rationales for the character of the information resources.

- ✓ **Chronological and retrospective coverage:** Chronological coverage means information about a topic through time. Retrospective coverage implies that the physical acquiring and maintaining older materials about a topic.

- ✓ **Duplication, non-print formats and special considerations**: If the library acquire duplicate materials, it should clearly defined the reason, formats it wishes to collect and maintain, preferences to be given to, between paper or hardbound books, issues regarding electronic formats need to be addressed in the policies.

- ✓ **Funding considerations**: it supplied a brief explanation of the resources of funding and the identification, in special funding, sources such as grant dollars to purchase particular types of expensive research materials or interest on endowment or trust funds for a particular purpose, these sources helps to explained collection decisions which might otherwise appear to be incongruent with the general policies.

- ✓ **Selection responsibilities and processes**: It defines the files and the legal or ultimate responsibility for the contents of the library and access to remotely located materials. Practical responsibility for the various segments, formats, or divisions of the collection contents or access to other resources and criteria to be used for these kinds of materials or resources shall be incorporated. It include a list of format-specific criteria in some formats or types of access. Also, some libraries may wish to provide information or criteria about the vendors to be used for acquisition.

- ✓ **Collection maintenance:** preservation, conservation, and de-selection (weeding): In this section, it identifies the way of taking care of the physical condition of materials, archiving, and preserving content are stated. It also includes Binding, repair and intent for housing and replacement.

- ✓ **Censorship and intellectual freedom**: Censorship and intellectual freedom policy is very important in every library. In this section it should includes appropriate national or international statements in support of the policy along with an outline of the procedures, forms, and timelines to be followed when complaints or censorship situations arise.

- ✓ **Format or Special Collection Profiles**

This section of the policy should be based on information gathered from a collection assessment and updating the needed based upon progress toward or away from collection goals.

- ✓ **Description of the collection:** it identifies the including subject or disciplines and boundaries of formats or special collection described, including the size or extent of the collection. It also describes any language information and list of formats.
- ✓ **Purpose and management of the collection:** This section defines the purpose or reason for the particular collection or format and the way in which it fits into the general policies of the library. The patron it has to serve and the person responsible for managing the collections should also be considered management. It define that a collection is to be maintained with a high degree of currency
- ✓ **Collection goals:** It described the goals for this format or collection. And the hope of the librarian how to change the collection and showing the timeframe of reaching the goal has to be fulfilled.

- ✓ **Subject Profiles**

This section is also based on the assessment of collection of information. The information may be presented in a set of conspectus reports or in a narrative manner. This section needs periodic updating to reflect progress towards goals or goals revision due to changing circumstances. The following assessment information should be provided for each division, category and subject assessed by the library:

- ✓ **Division, category, and subject**: it includes the classification number range as well as the terms to describe a particular segment (if organized in a conspectus manner).
- ✓ **Data about the segment (division, category, or subject):** This section include segment size (how many items -- books, videos, journals, etc.), languages represented, formats of materials, age of resources, chronological periods covered, geographical coverage, condition of the material and specific selection responsibility.
- ✓ **Current collection level**: Based on the collection levels (Exhaustive, Research, Working, and Browsing); also a corresponding conspectus code that identifies the character and extent of the existing collection.
- ✓ **Acquisition commitment**: Using the conspectus method, a code identifies the character and extent of the library's efforts to build and maintain this segment of the collection.
- ✓ **Collection goal**: A conspectus code identifies the ideal goal that the library envisions for this segment of the collection.
- ✓ **Preservation commitment:** A conspectus code identifies the intended preservation action for collection maintenance.

NOTE: Codes are available in *Using the Conspectus Method: A Collection Assessment Handbook.* (The complete citation is available in the *Bibliography*.

- ✓ **Policy Implementation, Evaluation, and Revision**
- ✓ **The Conspectus Approach:**

It involves a hierarchical structure, similar in structure and concept to the main library classification schemes used in the United States. (i.e. Dewey Decimal, Library of Congress, and

the National Library of Medicine). The RLG Conspectus and the WLN Conspectus have similar structures that include divisions, categories, and subjects, but only the WLN Conspectus, a revision of the RLG structure, has separate category lines allowing for comparison across types of libraries and classification schemes at different levels. A detailed analysis is available in *Using the Conspectus Method: A Collection Assessment Handbook* (as discussed above) and in *Qualitative Collection Analysis: The Conspectus Methodology*. (The complete citations are listed in the *Bibliography*.)

✓ **The Narrative Approach:**

For libraries that prefer to organize their policy statements in a narrative style, organized by subject descriptor or by type of collection, the statement usually includes several paragraphs expressing the collection goals and then specific guidelines for the subject fields. The ALA guidelines suggest particular in-depth categories of information to include for each subject (Anderson 1996).

✓ **Collection Levels:**

In addition, a collection level may be assessed. Commonly used levels are described as follows (Mount 1995):

❖ **Exhaustive level:** This pertains to a collection in which literally every item of aserious nature on a given topic is sought. It could, of course, be limited to certain languages or certain time periods. Needless to say, such an option is not likely to exist in special libraries.

❖ **Research level:** This would be a collection with enough material to support independent research on the topic. Normally books, journals, special materials, and reference tools would be on hand in considerable depth.

❖ **Working level:** This would consist of selected works on a subject, including books and a few key journals that would cover current activities and major developments in a field.

❖ **Browsing level**: This would apply to material in which only a few individuals had any interest and which would be used chiefly for refresher or updating purposes.

✓ **An Optional Outline Design:**

Additionally, Gorman and Howes in *Collection Development for Libraries* (1989) provide a useful framework for devising a collection development policy, which includes aspects already discussed. The following figure represents their plan:

I. **General Policy Statement**

A.   Introduction -- establishes policy framework and scope

B.   Statement of Philosophy -- purpose of institution and library, overview of needs and priorities

C.   Objectives of the Library -- user groups, programs, and requirements, general subject boundaries, inclusions and exclusions generally, cooperative agreements

II. **Statement of Collection Levels**

A.   Classified Subject Analysis -- standard classification scheme, code of density (extent of existing collections), intensity (current collecting activity) and policy levels (the desired level for future collecting)

B.   Index -- subjects and other access points

(source:http://faculty.libsci.sc.edu/bob/class/clis724/SpecialLibrariesHandbook/collection.html)

3.2   Objectives of collection development:

The objectives of the library's collection development are:

➢   Selecting best and useful documents for users

➢   Proving better and new information according to approaches of users

➢   Periodic reviewing to an useful and old document for withdrawal into stock

➢   Procurement of useful reading materials according to systematic plan

➢   To support the research needs of college faculty, staff and administration.

➢   The collection of materials related to the history, development, and character of the College and the Local Community.

➢   Getting knowledge all forms of Media (i.e.- Books, Periodicals, DVDs, CDs, etc.)

➢   Try to provide both, or all, points of view on controversial subjects.

3.3   Collection Development in Academic Libraries

Academic libraries are focusing collection development since comprehensive Collections are not feasible. Librarians should identify the needs of the faculty and student body, as well as the mission and academic programmed of the college or university. There is a strong variation among academic libraries based on their Size, Resources, Collections and Services.

It is a most important process of library, in which increase the reading materials of library for satisfaction of readers approach. The terms, "collection development" has related to policies and procedures of selection, acquisition and evaluation of library materials (Bhupendra).

3.3.1   Collection Development and Book Selection:

The term Collection Development started with Book Selection. The Library collection along with its development policy determine the nature and the characteristics of the library not only in the holding but in-service pattern also, so, the librarians should be well known with the user needs and requirements and the users should also be requested to suggest the librarian about their needs.

3.3.2 Need of book selection:
The need of book selection arises due to the following reasons:

- The world of book is so large that a library, however large and resourceful, can not procure all the materials published and available in the market.
- The library collection is meant for the user of a particular library so that library collection should commensurate with the need and requirement of the users.
- The physical limitation of storage naturally imposes the necessity for selection.(Barman,2012)

3.3.3. Factors that influence Book selection:
In selection process the following factors should be considered:

- The Library: The kind, objectives, size and goals of the library, specialization areas of the library
- Users: Need and demand, requirement and intellectual level of the users, the number of users
- Existing Holding: The number of books, its nature and characteristics which are already present in the collection, the merits of the books which are going to be selected(Barman,2012)

3.3.4. Identification of material for selection:
Identification is locating and identifying potentially worthwhile items to be added to the collection(s) of a library, identification aids for books are:

- **Bibliographies**: Bibliographies are systematic list of books ;
- **Best books Guides:** Best books guide covers the reviews of current works and important books from the past;
- **Publisher's Catalogues:** The systematic listing of the books published by a publishing company
- **Reviews**: Scientific and Technical periodicals, newspapers, trade journals, having book review columns are important sources of book selection. The critical and evaluative reviews by subject experts and specialists are the best means for evaluating books.
- **Citation analysis tools:** The citation analysis tools compute various impact measures for scholars based on data from citation indices
- **Online Databases:** An online databases is a database accessible from a network, including from the internet
- **Electronic resources:** The term "electronic resource" describes all of the information products that are provided through a computer network. This includes electronic books and journals, bibliographic databases, library website pages.

- **Syllabus of courses in the parent organization**: In case of academic library, the demand and need can also be ascertained by consulting the syllabus of the courses offered by the parent organization
- **Library Statistics:** Statistics relating to books circulated from, and consulted in, the library to know what types of books are heavily used.
- **Library Users' Recommendation**: suggestions from readers' indents from subject expert or departments
- **Library staff**: suggestions from the library staff working in the service departments. For each item selected from these tools, a book selection slip should be prepared.
  (Source: Barman,2012)

3.3.5 Verification of bibliographic details: the book was recommended by the user the library staff can verify the details by the following means:
- ✓ If the College has a double copy available in the Library, then the original copy can be consulted for verification
- ✓ By consulting Bibliographies, Best Books Guides, Publisher's Catalogues, Book Reviewing periodicals
- ✓ The details of the Book can be verified by using online citation analysis tools, online databases, and other electronic resources like searching over Google search engine and so on.

After verification, the "verified" data should be included in the card**.**

3.3.6   Selection of documents:

In this selection of documents, the faculties or the library users are chosen the books and take the responsibility to identified by them. Out of these documents/books the ones are actually to be added to the collection(s) are selected. The first step is a preliminary checking, and identify the items are available in the library or the items on order do not get selected. The checking and order tray should be done simultaneously and bills are also waiting for payment and public catalogue (i.e OPAC) etc. If there is a sufficient number of copies of the documents or double copies are available in the Library, which documents/books should be rejected. If the budget cannot be able to afford the cost of the item, then the item may differ for acquisition or otherwise it may be purchased. In most of the libraries has book selection committee that consists of the librarian, subject experts, library staff, board of management, and representative from users, volunteers, patrons and friends of the library. The last and final responsibility for the book selection are in the hands of the Librarian and sometimes the acquisition staff is there to help him/her.(Barman,2012)

3.3.7 Replacements:

In the Library, if the Materials are missing, lost or withdrawn due to damage cause by many factors and which is not replaced automatically. Potential replacements are evaluated by using the same criteria for selection as regularly purchased items. The Materials which are using heavily for teaching and research should be replaced as quickly as possible.

3.3.8 Resource sharing:

In academic libraries, Difficulties are found increasingly day by day including all relevant published and digitally available material which can serve the users, Resource sharing is very important in that situation and partnership are being formed between libraries and other information providers.

3.3.9 Collaborative collection development:

Collaborative collection development is slowly growing for use. In all participating Library, the appearance of this practice is found in several different ways and all are serving the user to easily access to a collection which is much larger than that of a single academic Library.

3.3.10 Inter lending of library material:

In academic libraries, the libraries can get difficulties regarding relevant and digitally available materials to meet the user so, in that situation, Resource sharing is very important to satisfy the user needs, Resource sharing becomes an increasingly large aspect of collection development of print media

3.3.11 Mode of collection Development:

The following mode of collection development may be used by a library after the selection of the document:

- ✓ **Gift:** Sometimes, an individuals are donate rare and special books to the library and it can help the library users for satisfying their needs
- ✓ **Exchange:** The documents which are not available for purchase. Such documents may have to be acquired by exchange with other institutional publications
- ✓ **Membership**: Sometimes a Library or its Parent body are also becomes member of society or organization and it might be able to get certain materials free of charge or at a cost lower than the usual
- ✓ **Purchase:** Sometimes Documents/materials are not be able to exchange or gift or by virtue of membership, in that situation the library need to purchased a books/documents.

3.3.12 Rules of selecting books in college libraries:

In college libraries following rules are followed while selecting the books:

- The library should provide resources needed to meet curricular demands of the college
- It should acquire documents like periodicals, references, etc. useful for inspiring teaching
- The library should also provide general collection of classics so as to install in the students enthusiasm for great books from which can bring the lifetime habit of good reading (Truman's ,2012)

3.3.13 Acquisition of Documents in the Libraries:

According to Truman,(2012), For collecting documents, Acquisition of the documents in the libraries is the main and important task, According to systematic procedures, it involves a series of routine operations performed. It comprises the following 3 distinct functions, like selection procurement and accessioning.

➢ **Selection:**

Selection of the documents for the library is the first and foremost step of the work of the Acquisition in the library. There are two aspects in the selection work, which are: Planning and Procedure, Planning relates to the various arrangements and preparations it can make to carry out the procedure efficiently. The selection of documents in libraries is explained by three factors.

- Demand
- Supply and
- Finance

Then, planning must be mainly concerned with these three factors. The finance should be secured in selection and Demand and supply should also be known in this selection, men and materials that are required for the work need to be arranged. So, planning is compiled with the four heads, which are:

- Ascertaining demand,
- Finding resources,
- Allocating funds,
- Arranging personnel for the work.

➢ **Procurement:**

If the selection of the documents is finalized, the library has start to proceed with the procurement of documents. The work of procurement of materials is split into planning and procedure. It has to be planned with due regard to matters like different means of procurement, arrangement of ordering and preparations. The second step of procurement is the procedure of ordering. The ordering procedure are relating with the three stages, which are: pre-ordering work, order placing work and supply receiving work.

➢ **Accessioning:**

Accessioning is the main work and are relating with acquisition of the materials, it is done by accession section in the library. Accession section has to be planned and performing two sets of activities which are accessioning or passing the bills.

The Accession register is the basic question in accessioning work, and it is the basic record about each material in the library. The library materials whether they are purchased or received as gift or on exchange should be entered in this accession register, keeping the accession numbers running continuously. The accession number is assigned to each material in the accession register, it is a unique number and it identifies documents.

The bills which are relating to the books accessioned are then sent to accounts section for passing the bill and the books are then handed over to the technical section of the library for processing work. Sometimes libraries used to face some problems in acquisition of documents

Building up a collection of materials can be done through acquisition and it plays an important function. The acquisition of the material for the libraries is not an easy work and it needs to be done carefully. Sometimes it faces so many problems. Major problems for acquisition of the materials are mention in the following:

- **Collecting factors of demand, supply and finance:** Demand, supply and finance are the 3 important factors for collection development of the libraries. Demand and supply always increasing but finance is always inadequate. For developing and balancing demand and supply, fund of the libraries also need to be increased. But usually, this does not be happen. Because of this happen, the library could not be able to purchase sufficient number of materials. This is also happen not only in a small library but even in these richest libraries.
- **Book market are far off:** The major book market plays a vital role in building the collection of the libraries, which are mostly happen in India only in major cities of Bombay, Calcutta, Madras and Delhi. While the libraries of other parts of the country do not have easy access to book markets. So, far off markets create problems in acquisition work of the libraries.
- **Local book sellers:** some of the libraries are depends on the book suppliers for supply of the books, they do not stock many publications of the libraries. Sometimes they could not be able to supply specific order to the materials. As a result, orders for many items may not be executed and the financial year goes to be end without purchasing
- **Foreign publications**: most of the library collects foreign publications for their learning purpose. They all are costly publications. Procuring them from other countries against orders may take 3 to 6 months. The documents which are order from foreign countries create problem.

- **Indian publication:** It can also make many problems. They are as follows:
- ➢ Publishing industry is not fully organized in the country
- ➢ The authors of the publications have their own publishing and distributing houses in the country
- ➢ The publishing on Indian languages is almost completely on region wise so, because of these reasons, it is difficult for libraries to keep track of all Indian publications.
- **Out of print and rare books:** the out of print and the rare books inclusion enriches every library collection but these are not available through normal trade channels. Seeing the importance of these publications, special efforts should be done acquire them for the library. (Truman's series, UGC NET/SET).

3.4. Selection and Acquisition of Non-Book material:

The criteria for selection of non-book materials are:

- ❖ **Authenticity:** it includes whether up to date information is presented or not and whether facts are impartially presented and accurate facts are provided or not
- ❖ **Format of presentation:** it sees how concepts are presented and vocabulary is used.
- ❖ **Scope**: Coverage, the intellectual coverage
- ❖ **Organization of information**: how information is presented non-book material i.e., we look into logical development of sequence, look for any special feature i.e., describtive notes, user guidance, etc.
- ❖ **Physical characteristics**: ease in handling for use and storage, minimum instruction for individual use, attractive packing, durability, and ease of repair
- ❖ **Technical aspects:** clarity, tone fidelity, in focus pictures, effective color use, complete synchronization of sound and image
- ❖ **Interest:** relationship to users experience, intellectual challenge, curiosity satisfaction, imagination appeal, human appeal, sensory appeal.
- ❖ **Cos**t: conforming to budget, less expensive for satisfactory substitutes, average supplemental costs for replacement, repair, physical processing and storage. (Trumans' sries,2012).

3.4.1 Acquisition of non-book materials:

Acquisition of non-book materials consist of identifying what exists in the market by making use of different selection aids. Some of selection aids are buying guides, reference tools, checking, etc.

- ✓ **Book order:** Once a book is selected for purchase order is placed to acquire it by typing from the book selection slip I a sheet or two. In case the book being ordered is an additional copy or new edition of an available book, the staff would put down the call number in the book order slip. The ordering procedure relates to three stage

- ✓ **Pre-ordering work:** Pre order work includes the various jobs connected with the invitation of tenders or quotations, tabulating the quotations, fixing the suppliers, signing the contracts, and so on.
- ✓ **Order Placing Work:** Order placing work consists of tallying, scrutiny and elimination.
- ✓ **Intimation to the Indenters:** The library should inform the indenter(s)/ user(s) about the action taken by the library for their demanded books.

3.4.2 Accessioning work:

The Accessioning section is planned to perform two sets of activities, namely accessioning or taking into stock all acquired documents, and passing the bills for payment. Then the book passes through a chain of technical processes before it is available for use to readers. The accessioning work includes the following activities:

Receiving the books and the Bills: From the vendors books are received along with bills

- ✓ **Checking the Books**: After receiving the books they should be checked for page missing, damaged binding, and for such other issues
- ✓ **Arranging the bills and the books in parallel sequence:** The Books should be arranged in the sequence in which these have been entered in the order placed to the vendor
- ✓ **Verification:** Then the bill should be verified in regard to the order in terms of books received and the amount to be paid. The order slip with the bill and the books should be submitted at the accession corner. If the books are not received in time then reminder letters should be sent to the vendor
- ✓ **Accessioning:** The accessioning involves the following activities:
- ✓ **Entering details in the accession register:** In the accessioning process, the details of the books are entered in the accession register. Documents are entered date-wise according to their receipt in the library. All purchased books are entered in the order of their bills
- ✓ **Entering accession number in the document:** Accession number is recorded at the back of title page and on the conventional clue place of the volume
- ✓ **Certifying the bills:** Accession number is also written against the respective item in the bill for purchased book. After entering all the items covered by one bill a certificate must be furnished on the bill which should be like the following. A rubber stamp for this purpose may be useful
- ✓ **Transmitting books:** Then the books are sent to the technical department For classification and cataloguing (processing). At this step each book should also be provided with a process slip (7.5 cm X 12.5 cm) as well as earlier order slip
- ✓ **Transmitting Bills:** then bills are passed for payment
- ✓ **Books-in-process:** The cards belonging to them, after noting the date of accessioning and the accession numbers, are filled in a tray labeled as "Book-in-Process"

3.4.3 Processing:

Cataloguing is followed by the processing phase. The processing transforms a collection of books into serviceable items, thus making books fit for use

- ✓ **Stamping:** It is necessary to put a library stamp on lower half of the title page, bottom of the last page of text, bottom of the last page of the volume, and the secret page. In addition each plate, map and other pages not included in pagination should also be stamped. The Stamp should be put properly and carefully without falling on the printed matter. The Stamp should contain the name of the library and its address

- ✓ **Tagging:** Paste a Tag (Spine label) on the back of the volume, after removing the jacket, it should be fixed one above one inch above the bottom of the spine of the volume. This is done so that the call number may be properly visible to the readers when the book is helved in a books rack. In case the volume is not thick enough to allow space for a tag then apply it on the front cover close to the back. Gummed white cloths cut into round or square piece of about 1.25 each to make the spine label where book number and location mark of the book are written. The location marks are written on the left hand upper portion of the label such marks may be Referenc, Rare, Text book, etc.(Trumans' series UGC NET/SET)

- ✓ **Date labeling:** A Date label or Slip should be pasted on the first page after of the cover. It should be fixed symmetrically and pasting should do only along the top edge. In case of Reference books, Manuscript and other books which are not to be issued, this slip is not pasted.

- ✓ **Book pocket Fixing:** Near the right hand bottom corner of the inside of the front cover of the book, the pocket should be fixed. For reference and other non-issuable books, this pocket is not posted.

- ✓ **Book Card:** One printed book card of 5X3 cm size is put in the book pocket of each book

- ✓ **Fixing ownership Slip:** Ownership Slip is generally pasted on the inner side of the front cover at left hand top most corner. The Slip may be of 3 X 2.5 cm, made of glazed paper. It may be printed giving the name of the library, its logo, class number, book number, and accession number

- ✓ **Entering Call Number:** The Call number should be written in pencil at the back of the title page and also on the secret page to be decided by the library. Call number can be written in ink over tag, date label and book card to be put in the book pocket

- ✓ **Entering Accession Number:** Accession number is to be added on the date label, book card and to the written near the book pocket

- ✓ **Filling Book Card**: Author, Title, Edition and Year of Publication are written on the Book card

- ✓ **Checking:** All the Call numbers and Catalogue entries must be carefully checked. Any mistake found must be corrected.

- ✓ **Filling of cards:** The Catalogue cards should be taken out from the books. From the main cards, a list of latest additions can be prepared. It is a list of books added to the library, a mimeographed or printed list can be distributed widely.(Barman,2012)

3.5   Collection:

- ❖ **Circulating:** Most of the Libraries have collect circulating which includes Monographs and series and it is very useful for the current curriculum collection and life-long learning. It also appears in both physical and electronic materials.
- ❖ **Curriculum collection:** These are textbooks and activity and resource materials which would be very useful for satisfying education students and it is offered by the Dept. of Education for supporting the teacher education programs
- ❖ **Audiovisual collection:** The library should collect electronic media which would be helpful for informational or instructional purposes. The library should also not collect media for entertainment purposes and application software; it should be for only education purpose. This collection includes both physical and electronic materials
    - ❖ **Reference Collection:** Libraries has collecting reference materials which includes Encyclopedia, Dictionary, Atlas, etc. which should support the College's academic programs.
- ❖ **Periodicals Collection:** The periodicals collection is general periodical titles, newspaper and scholarly journals.
- ❖ **Special collections:** In most of the Library collected special collections including Rare books, Manuscripts, and other Materials given to the library.
- ❖ **Archive**
- ❖ **Thesis Collection:** Library collects many Theses including Thesis from the College's Masters programs and from the Undergraduate research papers funded by grants. This collection can appear in both Physical and Electronic materials.
- ❖ **Newspaper Clipping:** Most of the Libraries are maintain Newspaper clipping which is very useful for researcher.

3.6   Written collection development policy:

The library's primary work is to select, maintain, and provide relevant and representative information resources. Due to technological developments, libraries are, in the main, moving from holdings ('just in case') to access ('just in time") strategies. This implies that collecting policies are significantly changing and that libraries need to disseminate widely information on their collecting policies. The main reasons for having written collection development policy can be four broad heading**:**

- ✓ **Selection:**

The primary function of a written collection development policy is to provide guidance to staff regarding selecting and deselecting (printed and electronic) resources for the local collection. The document serves as a guideline for each stage of materials handling. It include the selection,

acquisition, housing, processing, retention, weeding, preservation (archiving in case of electronic resources), relegation and discard of all types of library material in the relevant subjects, with reference to specified levels of collection depth and breadth. This should reduce personal bias by setting individual selection decisions in the field of the aims of collection development practice. It ensures the continuity and consistency in revision and selection. And it should identify the purpose and scope of document collections, and helps to evaluate selection decisions and also provides useful information to other library staff whose works is collection based.

✓ **Planning:**

A policy document provides a sound foundation for future planning, therefore assisting in determining priorities, especially when financial resources are limited. It also provides a basis for the fair allocation of resources and helps to protect library funds by explaining the rationale behind acquisitions bids. Having a formal publication to refer to ensures continuity and avoids confusion. Compilation of a formal document is beneficial in itself, in that it involves acquiring knowledge of existing collection strengths, and obliges staff to reflect on the library's goals. The stated aims help other collection-related activities such as cataloguing, preservation and storage to form a coherent strategy, and support reader services

✓ **Public relations:**

Formal policy statements can be useful in making the case for the library when dealing with both its users, administrators and funding bodies. They support the stated objectives of the organization, demonstrating accountability and commitment to agreed goals. Ideally, the compilation of the document requires the active participation of both users and administrators, thereby improving communication between the library and its clientele. The policy statement serves as a contract with the library's users, it has the function to demonstrate to individuals within an institution what they can expect of the library both in form of collections and of services, It enables individual selection decisions to be justified on a standardized basis.

✓ **The wider context:**

As individual library is increasingly unable to provide all their services by themselves, they are require cooperatives, alliances and consortia. For these ventures to work there must be mutual knowledge and agreement on which library is collecting what. A written collection development policy therefore often serves as a bias for wider cooperation and resource sharing, whether in a locality, region, country or even internationally. (source:www.ifla.org/assets/acquisition-collection-development/publication/gcdp)

3.7 Collection Evaluation

Collection evaluation can conduct through a variety of methods. Computer system reports can be generated to determine circulation counts, average age of collections, number of books, interlibrary loan statistics etc. These statistical reports are best used in conjunction with qualitative methods of evaluation

The Professional staff and input from faculty is continuously evaluated the library collection, The in charge are removing out-of-date and worn out materials, and assuring that the collection remains current and relevant for institutional purposes, and also make sure that it conforms to the principles put forth in this policy.

3.7.1   Collection evaluation methods:

The techniques and processes used to gather data for collection assessment are briefly describe below.

Library documents are selected by different people over a long period of time. Librarian may vary in their perception of the general principles of the selection. Collection evaluation is a part of collection development in which the existing collections are measured, analyzed and judged according to preset criteria for size, relevance, quality, and use. Evaluation methodologies may be categorized by their focus (user-centered versus collection-centered) or by the nature of their findings (objective/quantitative/statistical versus subjective/qualitative/interpretative).

➢ **Determining the worth of the Collection:** According to Barman(2012), the determining the worth of the collection are under the following:

➢ **Bestsellers, and reviews:** Each year the American Library Association produces lists such as Best Books for Young Adults, Notable Children's Books, and Notable Books for adult collections. Certain ALA divisions cooperate to produce University books for secondary School libraries and university press books for public libraries.   Other organizations also produce such lists.   The existing collection. Soliciting opinions on adequacy and quality of local collections from the users and /or experts can also prove effective

➢ **Interlibrary Loan Request:** Keeping accurate statistics on the number of requests as well as specific titles and subjects requested will provide an insight into the ways where the users' needs are shifting

➢ **User Study:** The Librarian should be alert to study groups within the user community their movement and their changing demands from time to time. The users' need is to be compared with the existing collection.

➢ **Questions at the reference Desk:** Requests from patrons will show the relationship between the patrons' interest and the library's collection. When a genuine conflict exists between the two, reevaluation of the collection development policy is called questions at the reference desk

➢ **Titles on Reserve:** The title on reserve also provides an insight into a patron's interest. A large number of reserves for a particular title would alert the librarian to procure more copies of the same title.

➢ **Circulation Statistics:** the circulation of locally held materials is analyzed to forecast distributions of future needs

- ➢ **Request Analysis**: In request analysis, the requests for materials that could not be found in local collections are analyzed to determine the weakness while the fulfillment of requests from other libraries is analyzed to determine the strength
- ➢ **Bibliographies:** No library has enough staff to use all the specialized bibliographies available for evaluation of collection. But wide range of such tools should be owned by libraries for consultation in reader's advisory and reference services.

3.7.2 Weeding Policy:

The Council of American Library Association holds the view that in public libraries "annual withdrawals from the collection should average at least 5 percent of the total collection". Sinha committee Report (1958) holds a similar view in case of Indian Public Libraries in the statement that a "conscious librarian should discard5 percent of the fiction and 2 percent of the non-fiction every year". According to Ranganathan, many collections lose their relevance in 20 years. After that period such books should not be preserved in the library but should be weeded out and written off.

It is essential that the library should remove materials permanently from the library's collection. Weeding is complex and involved a combination of pre-determined criteria and subjective judgment. Most of the library collections are deselected because of some factors which may be physical condition of the material, obsolesces of information, and whether multiple copies of documents are in the library. At the time of weeding, both faculty and library staffs are work together in the weeding process

3.7.3 What should be weeded?

The following types of collection can be considered for weeding:
- **Obsolete Collection:** In science and technology, the developments are so fast that the books published twenty or thirty years ago become outdated,. Such books have to be weeded.
- **Older editions:** Superseded editions of books might well be eliminated, if the library is not attempting a historical collection of all editions of a given title. Almanacs and yearbooks may be discarded after 5 years

  Bibliographies and encyclopedia are of little use after ten years, though exceptions may be made in specific instances such as the famous eleventh edition of Encyclopedia Britannica.
- **Unused Collection:** The books that are not circulated or consulted by any library patron during the last five years also need to be weeded out
- **Mutilated Books:** Books that are mutilated because of constant use should be withdrawn. Books that show signs of wear, books which have become dirty, shabby or just plain worn out should also be withdrawn. When the heavily used items or the titles with significant content are selected for weeding due to its physical condition then a new

copy if it is till available from the producer or publisher, should be acquired or it should be replaced with a reproduced/ Xeroxed copy (digital conversion)

3.8   Preservation and conservation of Library Materials:

Barman (2001) said that, "The library houses the document by considering the long-term preservation of the items while still allowing the end user to access the material easily. But all library collections experience damage from use and decay from aging. Conservation, there is a need of preservation and conservation of library materials"

Preservation plays a vital role in Collection development and it is an important task of minimizing or reducing the physical and chemical deterioration of documents. It prevents or retards the library materials from deterioration, and it can improve the condition of the library materials and it can also change document's format in order to preserve the intellectual content. Binding or the acquisition of electronic formats is mostly used for preserving library Collection. Conservation is the maintenance of documents in a useable condition by using treatment and repairs of documents to slow the process of decay or to restore them to a useable state. Conservation includes study, preventive care, diagnosis, examination, treatment, documentation using any methods that may prove effective in keeping that property in as close to its original condition as possible and for as long as possible.

3.8.1 Types of Preservation and Conservation Techniques:

The Preservation and Conservation techniques can be following types:
- ❖   **Preventive Conservation:** Many cultural works are easily spoiled because of environment condition such as temperature, humidity and exposure to light and ultraviolet light. So, the Library should take sufficient measures for protecting library documents in a controlled environment where such methods are maintained within a range of damage-limiting levels is called preventive conservation
- ❖   **Interventive Conservation:** It refers to any act by a conservator, it involves a direct interaction between the conservator and the library documents/ material.   These interventive treatments could also involve cleaning, stabilizing, repair, or even replacement of parts of the original object or consolidation such as securing flaking paint.(Barman,2012)

3.8.2 Ethics in Conservation:

The conservator applies some simple ethical guidelines, such as:
- ➢   **Minimal Intervention:** it is essential that the conservator should fully justify the intervention for conservation.   If necessary before the work is undertaken and if necessary after the work is over
- ➢   **Reversible Methods:** Using appropriate materials and methods that aim to be reversible to reduce the possible problems with future treatment, investigation, and use is one of the

guiding principles of conservation. It means that all interventions with the object should be fully reversible, and the object should be in a position to be returned to the state in which it was, prior to the conservator's intervention. This principle nowadays has been widely criticized within the conservation profession itself

➢ **Complete Documentation:** Complete documentation of the work carried out before, during, and after the treatment is necessary . it is a must for all kinds of documents as it will provide what was done with the document in the past and accordingly it helps in taking the right decision in future treatment process.(Barman,2012)

3.8.3 Measurement of collection Evaluation:

According to IFLA(2001),There are two types of measuring collection evaluation

• **Quantitative measures:** Quantitative measures reveal size, age, use, costs and other numeric data. Examples of quantitative measures include inventory, portion of the shelf list measures to determine actual title or volume counts, by segment or subject areas. Median age or similar measures indicate the currency of the materials. Amount expanded for acquisitions in a segment or subject area per year illustrates the ongoing commitment to develop that area. Percentage of titles owned by a library when compared to a standard list shows the breadth and depth of the collection. Use statistics (including internal library use and ILL) are both collection and client-centered.

• **Qualitative measure:** It is obtained through subjective evaluation and involves the professional judgment of librarians, appraisal from subject experts or the opinion of customers. These techniques include impressions of the condition, character and appropriateness of a section of the collection. Another qualitative technique is the judgment made by comparison of one subject in the collection to similar subject in another library, or to a subject bibliography

• **Collection depth indicators:** The collection depth indicators or levels are numerical values used to describe a library's collection activity and goals. Three aspects of collection management are considered: current collection depth indicator definitions:

0= out of scope
1= minimal information level
2= basic information level
3= study or instructional support level
4= research level
5= comprehensive level

Language codes (RLG):

E: English language materials predominates, little or no foreign language materials is in the collection
F: Selected foreign language material included in addition to the English material

W: wide selection of material in all applicable languages. No programmatic decision is made to restrict materials according to language
Y: Material is primarily in one foreign language. The overall focus is on collecting material
I   in the vernacular of the area

Language codes (WLN):
P: Primary language of the country predominates-little or no other language material
S: selected other language material included in addition to the primary language
W: wide selection of languages represented
X: Material is mainly in one language other than the primary language of the library and country (www.ifla.org/assets/acquisition-collection-development/publication/gcdp)

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4.   Introduction:

There are two types of information sources, which are Documentary sources and non-Documentary sources, Documentary sources are the physical sources of information which are fit for physical handling and it consists of primary, secondary and tertiary sources (The primary sources are the first appear, secondary sources came out next and tertiary sources are the last to appear) and non- documentary sources are live sources which provide information instantly and it was classified into formal and informal

4.1   Documentary sources: A documentary sources of information is as termed as information products**,** some information are recorded on paper or other material fit for physical handling, transport across space and preservation through time. It is generated out of a service to be provided to the user. It is a kind of consolidation and presentation process giving tangibility to information (Barman, 2012)

4.1.1   Primary sources: Primary sources of information are the original works or the first published records and development or description of new application or new interpretation of an old theme or idea. These documents usually contain original information on the first formulation of any new observation, experiment, ideas etc the information consist of the latest available information.

Primary sources are unorganized sources and difficult to use by them. The secondary sources help us to use the primary sources.

The primary source helps the researcher to:

(a)   Keep themselves up to date and well informed of the new developments in their respective fields,

(b)   Avoid duplication in research and

(c)   Help other to build on this by means of further work and thus generate more information.

Primary sources are the journal article, research monograph, patent, dissertation, research report, etc. and some of these may be unpublished. These are described below:

✓   **Periodicals:**

It includes journals, bulletins, transactions, proceedings or similar works, which published regularly and continuously in numbered sequence. However, the newspapers and annuals are excluded. The periodical article is the main means of communication for the exchange of scientific information.

✓   **Research Monograph:**

It is "separately published reports on original research that are too long, too specialized, or otherwise unsuitable for publication in one of the standard journals. Each monograph is self-contained, frequently summarizes existing theory or practice before presenting the author's original and previously unpublished work, and is likely to be one of a series of such research monographs in the same field"(barman,2012)

✓ **Research Reports:**

Research Reports are a report on research and development projects and as a part of annual report of an organization. These reports are produced earlier in a research and a primitive form of literature.

✓ **Patents:**

A Patent is a government grant of exclusive privilege which allows making use or selling of a new invention for a team of years or a detailed account of a new manufacturing process or improvement of an existing process or new product. A Patent takes the form of an official document, having the seal of government attached to it, which confers an exclusive privilege or right over a period of time to the proceeds of an invention.

✓ **Standards:**

Standards are also the primary source of information and it is aunits or measures in terms of weight, size, length, quality, composition etc. The importance of standards can be exposited that progress of modern society would be difficult without standards.

✓ **Trade Literature:**

Trade Literature is an important source for getting information about particular products and their development. It describes and also illustrates equipment or services or processes or relating to manufacturers. The basic objective of this literature is to sell products which are made by a manufacturer.

✓ **Dissertation:**

It is purely academic pursuit; most of the Universities usually require candidates who are writing a dissertation (sometimes called thesis) for a doctorate degree or Doctor of Philosophy under the supervision of a guide. These are the evidence of original research, and form of an important category of documents for researchers in the concerned field. These should be considered primary sources of information

✓ **Unpublished sources:**

These are certain primary sources of information, which remain unpublished, some of the examples of unpublished sources are under the following:

❖   Laboratory notebook
❖   Memoranda
❖   Diaries
❖   Letter to or from a particular individual
❖   Company files

❖   Internal research report

❖   State papers

❖   Inscription on tombstones

❖   Portraits

❖   Oral history

❖   Coins

4.1.2   Secondary Sources:

These sources of information are a particular subject of inquiry which is derived from or based on the study and analysis of the primary source of information, these sources are those which are either compiled from or refer to primary sources of information. It contained information regarding primary or original information. In this source, the original information is selected and it usually modified, selected or arranged in a suitable format so that the user can get the location easily. In this document, the information are arranged and organized on the basis of basic definite plan and these are organized repackaged knowledge rather than new knowledge. It also provide digested information and give bibliographical key to primary sources of information, Secondary source are more easily and widely available than primary sources because of their nature. The primary sources are the first to appear, these are followed by secondary sources. Secondary are described as follows:

- **Periodicals:** It includes magazines and journals. Periodicals are specialized in interpreting and providing opinions on developments reported in primary sources of information.

- **Indexes:** It consist of an alphabetical list of names, places, formulae, topics, titles of any significant item which are refer to material in the main part of the work

- **Bibliographies:** A bibliography is a list of primary or other sources which relating to a given subject(s) or person and arranged in alphabetically by author or chronologically or topic-wise. It may be comprehensive or selective.

- **Reviews (Survey type):** A review is also known as a survey of the primary literature. It intended to digest and correlate the literature over a given period. A review serves background information to a new problem in a suitable form and provide as a key to literature.

- **Treatises:** A treatise is a summary of information on a subject or a comprehensive compilation. This subject serves enough information to a person to spread basic knowledge, it is very important for advanced research.

- **Textbooks:** The primary aim of a textbook is to enable one to develop proper understanding of the subject. it is produce in continuous exposition, sentences into paragraph, paragraph into chapter and so on. A good textbook help the method of teaching and enhances the level of readership

- **Tables**: Many of the handbooks contain data in the form of tables, Some of the handbooks devotes substantial portion of the work to tables as compared with text, Tables are a convenient form to present data(krishan.2002)

- **Translation:** Translation are an important part of secondary sources, Their characteristics are the same as those of primary or secondary or tertiary sources from which these are translated(krishan,2002). In translation sources, it translates one language to another language.
- **Manuals:** It is an instruction book, which guide the user to how to do something by means of specific and clear directions.
- **Handbooks:** A handbook is a compilation of miscellaneous information in a compact and handy form. It contains data, procedures, principles, etc. and it provide tables, graphs, diagram, and illustration.

4.1.3 Tertiary Sources:

Tertiary sources of information are the last to appear and it includes the information are distilled and are collected from primary and secondary sources. The primary function of tertiary sources of information is to help the user of information in the use of primary and secondary sources of information. Most of these sources do not contain subject knowledge. Out of various kinds of sources, these are described as below:

- **Bibliography of Bibliographies**: A bibliography of bibliographies list bibliographies which direct readers to useful bibliographies through subject, name of an individual place, institution, etc, The bibliographies referred to may be in the form of a separately published book or part of periodical article or some other type of document.
- **Directories:** A directory is a list of names and addresses of persons, organizations, manufacturers, or periodicals. It may list information in a way which best serves the requirements of its users so as to enable them to get the required information readily.
- **Guides to Literature:** A guide to literature assists a user to use literature of a specific subject. It helps to evaluate and introduce literature. It lays emphasis on literature rather than the content of a specific subject. It mainly covers secondary or tertiary sources.

4.1.4 Non- Documentary Sources:

Non- Documentary sources of information are live sources which are extremely important in the process of communication especially in science and technology. These sources provide information which other sources do not. Non-documentary sources can be classified into Formal and informal. Formal sources include research organizations, societies, industries, government departments, Universities, consultants, etc. An informal source includes conversation with colleagues, visitors, attendance at professional meetings, etc.

✓ **Reference Sources:**

Reference books are a compendium of information, usually of a specific type, compiled in a book for easy consultation (barman,2012) and are different in their purpose from ordinary books, therefore, then they study or evaluation, it needs to have different approach. The writing style should be informative and the author should also avoid use of the first person and emphasize

facts. These sources used to provide indexes. These sources include encyclopedias, dictionaries, geographical sources, yearbooks/almanacs, directories and handbooks, statistical (salient features and evaluation). These are less frequently used. For providing quick reference, mostly the entries in a reference work are arranged alphabetically. Each entry is an independent piece of information, not related with the earlier entry. All of the references sources are also included in the documentary sources of information.

A reference work is compiled and edited by an individual or a team, with several contributors, who are generally experts on various branches.

The volume of reference works are set in a definitely pattern with regard to contents, presentation and format. Generally, some of the reference works are supported by annual supplements to keep up to date.

✓ **Bibliographical sources:**

The bibliography is the list of written, printed or otherwise produced record of civilization, which may include books, serials, pictures, films, maps, records, manuscripts and any other media of communications'

In the library, bibliography are mostly known as the card catalogue which can help the users to identify and locate books in a library, but it fails when a particular book is not available in the collection of a library; Bibliography is a complex structure of list which extends from the local library to the region, nation and world. A bibliography recorded not only available in the library but what has been available in the past and what will be available in the future.

✓ **Types of Bibliography**

There are four types of Bibliography:

Incunabula or Book Rarities

This type of bibliography lists the early printed material upto 15th century and it was considered a cradle period of printing and the systematic order in arranging various parts of a book was not followed.

❖ **Universal or General Bibliography**

A Universal bibliography is the survey of all records of civilization in all fields if knowledge and is not restricted by time, place, language, subject or author, it includes all published materials, whether books or parts of them or periodicals or articles in them pr combination of them on all subjects, in all languages, in all countries, at all times.

❖ **Trade bibliography**

Such type of bibliographies is brought out by large publishing firms engaged in book trade. The books available for sale are listed therein. There are a number of trade bibliographies such as British Books in Print, USA, Indian Books in Print, etc.

❖ **National Bibliography**

A national bibliography should record all documents, published or unpublished, irrespective of the agency issuing them, covering trades as well as non-trade items, irrespective of the form of materials, language, subject, or time of publication.

❖ **Union Catalogues :**

A union Catalogue is an important location tool. It indicates the details of a catalog listing in one sequence the holdings or part of the holdings of two or more libraries. It is defined as an, 'inventory common to several libraries and listing some or all of their publications maintained in one or more order of arrangement'.

Union Catalogues can be distinguished according to the geographical location of participating libraries, local, regional, and national. A local Union Catalogue lists the holdings of local libraries, Regional Union Catalogue are especially found in the countries whose big size makes one national union inadequate and the number and the importance of libraries in a particular region justify the compilation of a union catalogue. The national union catalogue is the most natural form.

❖ **Indexing:**

An Index is a systematic guide to the text of any reading matter or to the contents of other collected documentary material, including a series of entries, the heading is arranged in alphabetical order or other chosen order, and with references to show where each item indexed is coated. It is a detailed alphabetical lists of names, terms, topics, places, formulae, numbers or other significant items in a completed work (such as book, set or bound journals) with exact page references to material discussed in that work. Thus, an Index is a list arranged systematically, providing enough details about each items so that it can be identified and traced.

❖ **Abstracting services:**

An Abstract is the terse presentation(as far as possible) the author's own language, of all the points made in the same order as in the original piece of primary documentary information-that can be a book, a research report, a periodical article, a speech, the proceedings of a conference, an interview

It is simply a condensation that presents succinctly, the objectives, scope, and findings of a document. This information is usually conveyed together with an indexing system, which further helps to identify document content. An Abstract as a rule is aimed at a specific group of users who either may not have easy access to the original document.(Source: Truman's UGC NET/SET)

4.1.5 Electronic Sources:

The term electronic sources is a broader term which provide the document in ASCII text format, it may also be website, wiki, blog, online journal and so on. Technology has been an important driving force for change. The wholesale integration of information technology into mainstream organizational routines has affected everyone. A fully networked organization is considered to be a powerful way of fostering more collaboration and cooperation between individuals, reshaping work styles and improving communication flows. Many organizations are moving strategically towards a more digital culture. At one extreme is the computing industry where a combination of flexible working routines, advanced telecommunications and high end office technology is seen as an important investment in developing a more customer centre approach. This is resulting in a growing community of remote, distributed and mobile workers with an increasing infrastructure. Card Catalogues have largely been replaced by online catalogues and these are being expanded through the addition of materials not previously included. The whole idea of what a catalogue should be is changing, it is no longer seen as a tool bounded by the collections of a single libraries or even one that is essentially a gateway to a universe of information resources in printed, electronic or other forms

- **E-Document:**

There are such information sources also, which are counted in the category of non-documentary sources in addition to documentary sources for transferring the information and the paper is not used in making them, hence they are without paper i.e. paperless sources, in which the paper is not used is called non-paper sources, which are day increasing vary fast. Hence it is said that the modern society is changing towards paperless society. Thus the sources which are in electronic formats are called electronic documents and in brief E-documents.

- **E-Books**:

Electronic publishing is the use of computers to design, edit and distribute material that traditionally would have been produced on printing presses. Electronic publishing represents the third stage of a computer-based publishing revolution. First came computerized typesetting, in which computers produced printed galleys of text. The second was desktop publishing. Editors and designers used computers to edit and lay out pages. The pages are assembled at least partly by computer and printed on presses. In the third stage, completely electronic publishing, books, magazines, newspapers, and other materials appear only electronically, these materials are distributed on floppy disk or CD ROMs, or are sent out over a vast computer network called the internet. In addition, publishers of printed books, magazines, and newspapers are distributing electronic versions of their products

- **E-Journals:**

Information is one of the basic resources that are needed and utilized by human beings for their development and prosperity. Information is nothing but the recorded experience that is used for decision making. The world has moved from industrial revolution to information revolution. The modern world depends upon the information for social, economic, scientific and technical development. The very fabric of scientific society is deeply rooted in primary sources for

information. Normally periodicals are the providers of this information. Periodical is defined as a literary publication, magazines etc. published at regular intervals longer than a day, a weekly, monthly, etc.   The periodical is classified into three namely, journals, Magazines and Newspapers. Among these journals are the most important medium of scientific communication and therefore the providers of up to date information to the scientific community.

- **Databases:**

Data means the information prepared for and used on a computer program. Data are collected from a study involving observations, experimentations or surveys. Such data are called 'Raw data". Raw data needs organization and synthesis. The organized or synthesis data are called 'Systematized data'. The systematized data need to be stored and made accessible to the user who may be a scientist, a technologist, a planner, business executive, an industrialist or even the common man. In the same way the Data may be scientific data, technical data, techno-economic data, business data, industrial data, manpower data, socio-demographic data and like.

How database was developed? The total data processing requirement for an organization have normally been split into a series of applications with a separate file for each application. This practice has led to proliferation of files some with similar data. This not only creates problems in updating and maintenance aspect, but also lead to conflicting information being circulate due to delays in updating of individual files. This situation led to the development of an integrated approach to information processing. The database concept is but a step in this direction. Thus, database is a collection of records or a file or a collection of files brought together as a single file commonly accessible by a given set of programs.

Characteristics of database:

Characteristics of a well designed database are:

- It is an organized, integrated collection of data

- It can be referred to by all relevant applications with relative case and with no(or ,in practice, limited)duplication of data

- It is a model of the natural relationships of the data in the real-world environment.

4.2   Information services:

Reference and information services: The term Reference services is defined as the sympathetic and informed personal aid in interpretation library collection for study and research. A reference collection provides answer to the question and contained true irrespective of the type, size or location of library.

Reference service means, "Process of establishing contact between a reader and his documents in a personal way." The documents refer to those which will serve his requirements precisely. It is a personal service, which involves various activities, aimed at making information available to the users as easily as possible. In order to provide information available to the users as easily as possible reference service. According to Ranganathan, right contact means, "contact between the right reader and the right book at the right time and in the right personal way."

Reference work means the direct searching for information of any kind of materials and various library activities easily available as possible. (Krishan, 2002).

4.2.1   Functions of Reference Services;

According to Sharma (2006), Reference service has a wider area. It is difficult to calculate its activities. American Library Association has enumerated following functions:
- Supervisory functions
- Instructional functions
- Informatory functions
- Guidance functions
- Appraisal functions
- Bibliographical functions

4.2.2   Basic Services:

The following are the performance of every library and these are the minimum expectations and suggested that the services of the basic ones:
- Analyzing the reader's query
- Determining the reference source pertaining to some information
- Informing the reader about reference source
- Guide the reader how to consult the reference source, so that reader may himself consult the reference source independently(Sharma,2006)

4.2.3   Theories of Reference Service:

According to Ranganathan, reference service is personal service to each reader in helping him to find the document answering his interest at the moment pin pointedly exhaustively and expeditiously. It is the process of establishing "contact between the right reader and right book at the right time and in the right personal way" (Barman, 2012)

ALA Glossary states, "Reference service is that phase of library work which is directly concerned with assistance to readers in securing information and in using the resources of the library in study and research".

The Library is spread out information to the users and it is a service institution. The services of the library can be categorized into two main parts, such as:
❶   Information in anticipation
❷   Information on demand.

Information in anticipation includes the services which are current awareness/selective dissemination of information service. The information on demand relates to retrospective

searching, which means that the past information sought by a user and in this information there is the provision of reference and information service.

Library is a centre of learning. It organizes the literature of various fields and interest and provides it to the readers its maximum use. Libraries are the backbone of the society as they provide a variety of information to a variety of readers with the help of trained and efficient library staff. Reference service is a personal service which aims to provide information to the reader who requires it. Reference services are:

- To answer the queries of the readers
- To provide personal guidance how to consult the reference sources
- To encourage the maximum use of the library collection

In every countries of the world, the Reference and Information services section are working towards in all aspects of reference works in different types of libraries. Current interests encompass the new electronic environment and the resulting changes in reference work, role of the reference librarian and the quality of reference services.(Barman,2012)

According to Krishan Kumar (2002), Different types of libraries prefer different approaches. Quite often, the approach adopted by a reference librarian may depend upon the category of user being served. James I. Wyer was recognized three theories of reference service, these are mentioned below:

❖ **Consecutive:**

This theory is based on the supposition that occasional personal assistance to users is more than sufficient. Assistance should be limited to instruction and guidance only. Here the aim is to provide the books to the users and keep out of their way to the possible extent. Those who believe in this theory consider too much of assistance would hinder the attempt of a user to become self-dependent. As such users should be allowed to use the resources of the library on their own without any hindrance from the reference librarian.

❖ **Liberal:**

Conservative theory of reference is one extreme of service while liberal theory belongs to the other extreme. Here a reference librarian is supposed to provide assistance to the Maximum. A reference librarian should go out of the way to give help to the users. In case, a user feels perplexed or confused, a reference librarian should approach him and say, 'May I help you'. Time, kinds of sources of information required, source of their availability and other such considerations do not matter. Information has got to be provided at any cost. The effort to locate information may require an extensive search.

❖ **Moderate:**

Moderate theory represents a compromise between the two extremes. It represents a middle path. However, I is difficult to demarcate a fixed line. An average reference librarian should prefer this approach. In case, the number of users to be served is large, then the provision of

assistance to the maximum would increase the cost. Therefore, under the circumstances, a reference librarian would have to adopt moderate theory of reference service

4.2.4   Types of Reference Service are:

There are two types of reference service which are :

a.   Ready reference Service

b.   Long range reference service

a.   Ready Reference service:

 According to Ranganathan, "Ready reference service is reference service finished in a very short time in a moment if possible." It is based on the duration of time, and the staff should be able to answer the inquiry in a very short duration of time, may be at times immediately American Library Association called it as," Direct reference service is a reference service finished or replied in a very short time in a minute if possible", It includes the following queries:

- Which are demanded direct
- Which are demanded by sharp medias
- Which are simple
- Which are answer on the table of reference librarian
- Which involves short answer
- Which are responded within short time or within 5 minutes or less

Ready reference is always fact finding queries, the important reference sources are:

- Dictionary
- Directories/hand books
- Census reports
- Year books/Annuals
- Biographies
- Gazetter
- Atlas
- Encyclopedias, etc

b.   Long range Reference Service:

 Long-range reference service is a twentieth century phenomenon. It is origin to the modern concept of library service in libraries. it is a special feature of special libraries, the following are the services of Long range reference :

- To special readers demanding special information
- Normally in long time, i.e more than 5 minutes
- With the help of reference sources
- More in special libraries than other libraries(Sharma,2006)

4.3.   Bibliographic Services:

Bibliographic services are basically the required documents available in the library which can guide the users of the libraries. These services provide some bibliographic description of documents for which the users are interested. Information services like CAS, SDI, Indexing, Abstracting, all these are under bibliographic services of library.   Their descriptions are as follows

- **Indexing Services:**

An index is necessary for retrieval purpose than other more conventional terms and concept. It provides various access points through which a user can identify the document of his interest. Indexing is a method of document representation and a complex of techniques of preparing an index. The major aim of indexing is to provide access to the users through the description used. Sometimes it is difficult to represent a document in a single term. In such a case, more than one form has to be used. These index terms are arranged in a more searchable order. This ordering involves a definite syntax, semantics and orthography. Because of these characteristics, indexing is describing as a language, more so, an artificial language. The indexing language may be available in a prepared form for adoption in any information retrieval system or the language may have to be specially designed for a system. A scheme of classification is a ready-made language; similarly, a thesaurus is also a ready-made indexing language. There is two types of indexing i.e. Pre-coordinate and Post-co ordinate Indexing Systems.

- **Pre coordinate System**

In a pre coordinate system the compound or composite subject is analyzed into its constituent concepts according to a plan and these constituent concept are then represented in a particular pattern of coordination of terms.

- **Post Coordinate System:**

Dissatisfaction with the pre-coordinated indexes have led people to devise post-coordinate system which eliminate pre-ordering of the concept, etc. In a post coordinate system, the concepts will be kept separately and these can be coordinated by the user at the time of search. It should be noted that the process of coordination is there in both the system, only they are done at two different stages**.**

- **Abstracting Services:**

Abstracting is a short statement of the most important points in the text. Abstract especially refers to scientific papers where as summary –refers to more general news stories, administrative documents, reports, etc., (Barman, 2012). The operation of Abstracting can reduces the amount of primary information considerably and it emphasis on the summary of the interesting subject to the users. The human performs the abstracting manually whereas the computer system performs automatic abstracting. The automatic abstracting is very complicated and their production is very slow, and it is available in some restricted domain only.

Functions of an Abstract:
Abstract serve three functions: (a) dissemination of information; (b) selection of information by the end-user; (c) retrieval of information, especially in computerized information storage and retrieval systems.

4.4.   CAS-Current Awareness Service:

Current Awareness means knowledge regarding recent development relating to matters of special interest to an individual. It involves knowledge of- new theoretical ideas and hypothesis, new problems to be solved, new methods and techniques for solving old and new problems, new circumstances affecting what people do and how they may do it (Krishan Kumar, 2002)

Current Awareness services mean different things to different persons. It is a systematic for reviewing newly available documents, selecting the relevant items to the needs of the users, and recording them so that notifications could be sent to those users whose needs are related. It involves the publications review immediately upon receipt, selecting information pertinent to the programmed of the organization served, and note individual items to be brought to the attention, by one means or another, of those persons to whose work they are related. Current Awareness Service is a systematic service which is reveals all the current information wanted to influence the progress of a research worker or a research team is made available to them at the right tie and in convenient form. It is basically process of dissemination of current information, which means the information contents of current published primary documents, for which the researchers have need, The CAS can helps to users with regard of keeping the relevant document and informing the latest information of a particular field and related subject so, it could saves the time of the users.

CAS helps the user in the following ways:
❖   **Keep well informed:**
Now a days, the users can hardly to keep up to date information and well informed in the specific field because of great advances in the field of knowledge, while the CAS can solve the users problem and it can meets this end for the researcher and others.
❖   **Helps the user in Scanning the Literature:**
Most of the users can not be able to do scanning regularly on their own, in such a situation, CAS regularly and widely scanning the literature and serving the relevant topic of interest to the users.
❖   **Promotes and supports Library Services:**
The Library services are not free, so, it needs to promote and develop market library services. CAS is one of the most important ways to bring the resources of the library to the users and can give a good opportunity to prove the value of library.
❖   **Creation of User profile:**
The profiles of the user, who are to be given CAS/SDI services are prepared. A profile can be a single user or a group of user on the interested subject field; it includes the key words which is

collectively characterizing the subject interest of the user. The profile should be kept in up to date. Then, if the interest topic was changed, automatically the corresponding profile should be changed accordingly.

❖ **Acquisition of Resources:**
Here, selection is done followed by collection of the relevant information from various sources, periodicals, research papers. The resources are scanned by the LIS professional to find out the key concepts through rapid reading.

❖ **Creation of Document Profile:**
The relevant and significant information is recorded in the form of content list for different contexts or may be in the form of an abstract. Depending upon the significance of the document, the bibliographical details and indexing terms and the information itself are stored on the file/ magnetic tape/computer document.

4.4.1   Types of Current Awareness Service
There are two kinds of current awareness services, these are listed below:

• The services, which are directed towards individuals or group of users. Which may include communication of information to individuals or groups through informal conversation or via telephone, selective dissemination of information(SDI); selective dissemination of documents; message sent on notification form;   routing(or automatic loan) and other documents

• The services, which are directed towards all users of the services. These may include accession lists (a list of recent acquisition), literature surveys, indexing and abstracting services bibliographic surveys, bibliographies, table of contents of periodicals received in the library, etc. This may take the form of current awareness bulletin. This may include any of these item(s) as well as information about current developments concerning ideas, problems, methods, techniques, Etc.?(krishan,2002)

4.5   Selective Dissemination of Information:
This is a refinement of CAS service, the objective of which is to keep users informed with the new developments of their respective areas of interest without over burdening them with no-relevant and unwanted documents. It also provides notifications of new primary documents as and when added to the information dissemination system of a library giving bibliographical details with or without abstracts of each documents. Notifications are based on a match between user's interest profile and document profiles.
H.P Luhn is a pioneer in this field of SDI service. He defined SDI as "It is a service within the organization which concerns itself with channeling of new items of information from various services to those points within the organization where they usefully serve some one's interest".
SDI system is a technique to communicate information in order to keep each researcher and scientist latest publications appearing in their restricted field of research at periodical intervals. It is achieved by preparing profiles the user's Profile and the Document Profil

4.5.1 SDI service:

According to Barman,(2012), SDI may take the following forms:

✓ **Content Alerts:**

This service is providing photo copying, scanning the content pages of learned journals and other important publications keeping in view the interest of the users.

✓ **Routing of Periodicals (Automatic Loan):**

In this service, the current issues of periodicals are routed. There are two system of routing the current issues of the periodicals. In the first method, the library sends the current issue to the first person on the last, who passes it on to the next name in the list. The last person in the list returns the periodical to the library. The second method, the library sends the issue to the first person on the list, who returns it to the library and then the library sends it to the next person on the list, who again returns it to the library. Next the library sends it to the third person and the system goes on like this.

✓ **Notification of forth coming Conferences, Seminars, etc.:**

 The information about forthcoming meetings, conferences, symposia, seminar, workshop etc. on a specific field should be notifies to the members belonging to that domain. Keeping this purpose in view some library provides this kind of service to the user.

4.6 Digest Service:

These services include the kind of yearbooks which consist of current information but their historical value should not be overlooked.

Every year, the text which content is appropriately updating like for example, the pure Annual register type yearbooks whose content each year is unique. They can be invaluable for ascertaining the exact status at a particular point in time of an international organization or a country.

4.7 Trend Report:

A trend report explained a subject, through review of the documents on current development, this service give out the account of a general direction of research in the subject. This report helps the user for productive utilization of his time. It shows the availability trend. For satisfying this service, documentalist training is very important for success and is specialist cooperation should be necessary.

The main aim of the trend report is to fulfill the requirement of a specialist user of specific information on a particular subject. It is a highly useful tool to analyze and consolidate the information which facilitates the specialists in their research work. Trend Report may be ad hoc documents in a particular subjects or sometimes serial publications, which generally are produced in house by so many research and development organization

These are produced by World Bank, UNESCO, FAO, etc. and by other Commercial publishers

4.8   Online Service:

Online services are the most important information services which provide information through computer application. On line is an interactive system which allows the user to receiving responses and allows the user to input instruction and in this service the user can modify and manipulate the retrieval result and it means that direct communication with the computer which can access database from a remote terminal, online searching is more quickly an easily and accurately, the searching result is also wider and exhaustive too.

Thus, online service is a means the user at a remote terminal can directly access the databases; this database consists of bibliographical or other data. For searching information through online service, the users should have their own password of the concerned database vendor. Through telecommunication link and quoting of password the user can access to the database to establish authenticity and facilitate billing. Tool of online services are online computer systems which are usually real time system and a real time computer interacts with process external to its system in real time, it depend on they occur.

4.8.1   Types of online services: the following are the various types of online services which are:

✓   E-Books
✓   E-Journals
✓   Online public Access Catalogues (OPAC0/ Webcats
✓   Online database
✓   Library website
✓   Digital library/Institutional repository
✓   CD Rom search facility

4.9   Translation Services:

Translation service plays a vital role in dissemination and application or information and knowledge and is one of the facets of documentation. In this programmed, the service are arranged systematically in each and every library and documentation/information centre. It is a process of translating the text of the information in one language into another language and it helps to break the language barrier. Formerly it is also known as the source language and the latter, it also known as the text language. The programmed concerned with translation services are time consuming as well as money consuming.

*   **Translation Pools**:

 The following are the centers providing translation services in the field of science and technology have gained much popularity in this area:

*   **National Translation Centre (NTC):** The NTC in America has been working for scientists as a pool for translation of informative research. The centre was established in John Crete Library, Chicago in 1953 for providing translation services on cooperative basis. It

provides translated books and information tools in English for scientist of English speaking countries working in the fields of natural sciences, medicines, physics and social science

- **International Translation Centre (ITC):** ITC was established in 1960 by the name European Translation Centre (ETC) which is now working at Delft in The Netherlands. The main aim of this centre is to exchange the literature by translation and to avoid duplication in translations. This is now working as international centre for translation work

- **Agencies In Britain**: Lending Division of Britain Library is a big stockiest of translations. The most of the translations of the centre are in Russian Language. This centre not only collects the translation from so many sources but also motivates the translations services

4.10   Special pools;

- **Transtom:** It is built as an information office with cooperation of EAEC (European Atomic Energy Community) and US Atomic Authority, they aim to collect the unknown languages of user of translated information copies of documents of western countries

- **Index Translational:** It is published by UNESCO and it is a bibliography with big information source which is a book of a translated. From 1947, this publication is regular and international tool for identifying the book translation. IT is published in the form of a yearbook with world wide scope.

4.11   Reprographic Services:

It is a modern technology it can prepare duplicate copy of a document. It is called Xerography, or photocopy, Library can provide a photocopy of any document to the library users. In this service, the documents can Xerox or rewrite in printed form, Repro means to rewrite or to reproduce and graphy means printed or written matter. Therefore reprography means reproduction of printed and printed matter. Thus, reprography comprise of process and methods used for both copy and duplicating of documents

Reprography has become an indispensable part of information storage and retrieval system and is an important tool for efficient communication and dissemination of information. Reprography means to produce afresh copy of the document. It is the technique by which images are produced by the action of light on certain light-sensitive surfaces. Thus reprography means copying and duplication processes for the preparation of one or more copies of document.

4.12   Conclusion:

The information services is very important in library, it provide the information to users and it satisfy the users need, the demand for reference and information services in libraries grew exposition with the end of World war II and the tremendous growth in higher education

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5.   Introduction:

The Scholar has collected the data and were analyzed in accordance with the outline laid down for the purpose at the time of developing the research plan. The main reason of analysis is to reduce intelligible and interpretable form for studying the relationship between research problems and tested as its means the categorizing ordering, manipulating and summarizing of data to obtain answer to research questions.

5.1   Data Analysis and interpretation

The analysis of data is carried out through structured questionnaires in different colleges and it is based on research activities. The respondents of the data are various levels, such as:

1)   Librarian or in-charge of the 10 degree college libraries;
2)   Faculties of the colleges under the study; and
3)   Students of the colleges.

5.1.2   Analysis by Respondents

The scheduled questionnaires were distributed among Librarians, faculties, students in 10 degree colleges in Aizawl. The scholar has distributed two types of structured questionnaires, one for the Librarian and the other for faculties and students. Data relating to the questionnaires distributed and respondents is given below in Table-6 for analysis.

Table-6: Analysis by Respondents

Sl.No	Categories	Questionnaire distributed	Questionnaire received	% of responses
1	Students	250	220	73
2	Faculties	50	45	90
	Total	**300**	**265**	**88**
3	Librarians	10 (Librarians)	10	100
	Grand Total	**310**	**275**	**88**

Analysis of the Table-6 with respect to the respondents it could be found that, in total, 310 questionnaires were circulated, out of which, 300 were distributed among 250 students and 50 faculties and 10 questionnaires to the Librarian of all the 10 colleges under study. Out of 250 students, 220 responded to the questionnaire which forms 73% and out of 50 faculties, 45 were received that form 90%. Further, 10 questionnaires distributed to the college librarians responded in total that constitute 100%. While analyzing further that, out of total number of 300 users, 265 responded the questionnaire that form 88% response rate. Thus, it is a good response rate.

The components of the questionnaire includes the library services and their collection development in the library under the study, and other questionnaire meant for the students and faculties were classified into 19 facets to seek information about the use of the library etc.

5.2   Human Resources

Human resources including non-technical staffs available in all ten colleges under the study have been put under Table 7.

Table 7: Human Resources in college libraries of Mizoram

Sl.No	College	Estd	Staffs	%
1.	PUC	1958	39	48
2.	GAC	1975	4	5
3.	GHBC	1980	7	9
4.	GTRC	1992	5	6
5.	GJC	1993	3	4
6.	GAWC	1990	2	2
7.	GZRTC	1980	2	2
8.	GANC	1988	7	9
9.	GJKC	1992	6	7
10.	MLC	1983	6	7
		Total	81	99 or 100%

Abb. PUC= Pachhunga University College, GAC= Govt. Aizawl College, GHBC= Govt. Hrangbana College, GTRC= Govt. T. Romana College, GJC=Govt. Johnson College, GAWC= Govt. Aizawl West College, GZRTC+ Govt. Zitiri Resisdential Science College, GANC= Govt. Aizawl North College, GJKC= Govt. J.Thankima College, MLC+ Mizoram Law College (>.5 has been rounded to next digit and, <.5 has been rounded the previous digit)
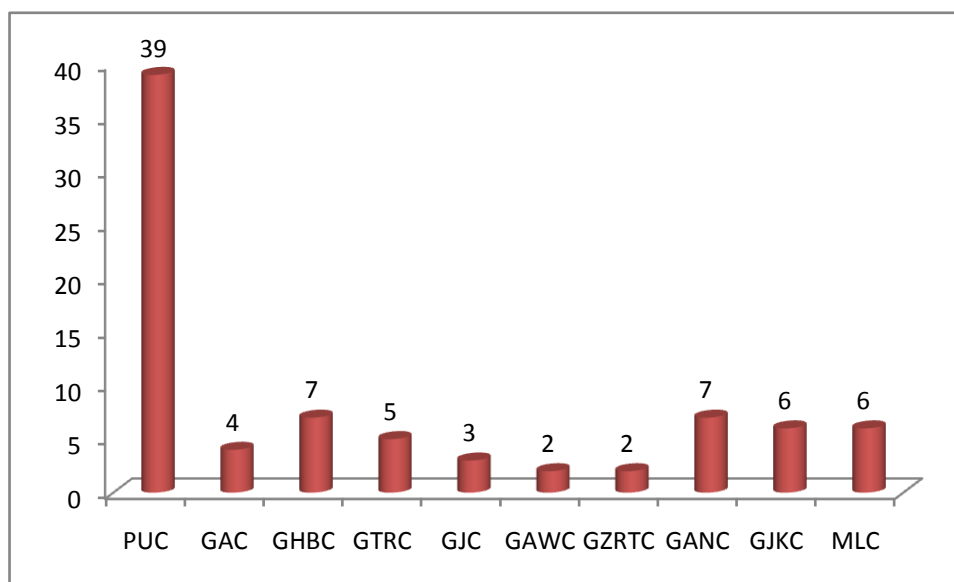
Graph 3- Human Resources in college libraries of Mizoram

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Analysis of the above table 7 shows that out of 10 college libraries, there are 81 men power including contractual staff with non-professional staffs inducted in the libraries. Out of 81 personnel, 39 staffs (48%) are from Pachhunga University college which is the highest in number followed by 7 (9%) in two colleges i.e Govt, Hrangbana College and Govt. Aizawl North College and 6 (7%) in other two Colleges i.e Govt. J. Thankima College and Govt. Mizoram Law College. It could be found that, Govt. Zirtiri Residential science College and Govt. Aizawl West College has the lowest number of library staff i.e 2 each (2% each). The above table revealed that most of the colleges have inadequate number of staffs both technical and non-technical which resulted disruption in library services.

5.3 Library Collection

Library collection plays a very important role for providing effective services in the library; it includes books, journals, References, thesis and dissertation etc., Books are the highly required resources in the libraries which support teaching and research. However, journals are considered as the primary source of information and the college libraries also procure journals for their users. Data relating to both books and journals of the college libraries are placed below in Table No. 8, supplemented with Graph 4 for analysis.

Table 8: Library Collection

Sl.No	College	Books	Journals	Total
1	PUC	26097 (22%)	19 (11%)	26116
2	GAC	36375 (30%)	17 (10%)	36392
3	GHBC	9463 (8%)	30 (18%)	9493
4	GTRC	7838 (7%)	8 (5%)	7846
5	GJC	6045 (5%)	8 (5%)	6053
6	GAWC	8378 (7%)	27 (16%)	8405
7	GZRTC	11067 (9%)	24 (14%)	11091
8	GANC	7118 (6%)	4 (2%)	7122
9	GJKC	5360 (4%)	10 (6%)	5370
10	MLC	1562 (1%)	22 (13%)	1584
	Total	119303	169	
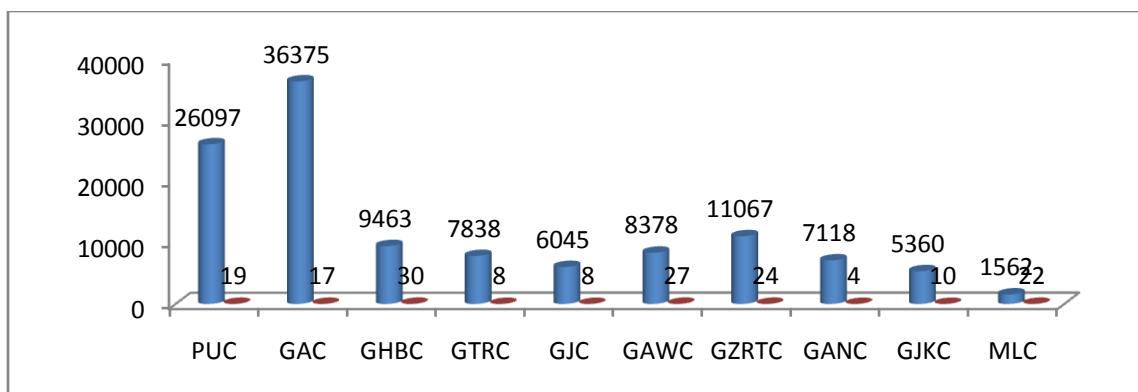
Graph 4: Library Collection

While analysing the Table- 8 with regard to the collection of resources of all the colleges under study it could be found that, GAC has the highest collections of 36375 (30%) followed by PUC 26097 numbers (22%) and ZRTC 11067 (9%). It is due to the fact that the above three libraries has got the highest budget allocation. However, other colleges do not have sufficient budget for purchasing adequate books for their library resulting thereby procurement of less number of books in the library. Mention may be made that, the libraries need to develop the library collections on the basis of budget allocation. Likewise, while analysing the data with regard to collection of journals in the libraries under study it could be found that, GHBC library procures 30 number of journals out of a total number of 169 journals being subscribed by all 10 college libraries and thus, constitute 18% in total and ranks at the top followed by 27 number of journals procured by GAWC library (16%) and GZRSC library 24 number of journals (15%) and ranks at second and third respectively.

It could be found from the above analysis that, the libraries are giving less importance to journals compared to books which also affects the teaching and research in the college libraries.

5.3.1 Collections of Theses/Dissertations and Conference Proceedings

Theses/Dissertations including Conference Proceedings also play an equally important for providing effective information services in the library. It is equally a major source of information as it reflects the research activities. Further, the research outputs inform of papers is also published in the seminars, conference, etc. held at both National and International level. It is also one of the important components for library collection development. Data relating to this component has been shown in Table 9 of the college libraries under study.

Table 9: Collections of Theses/Dissertation and Conference Proceedings

Sl.No	College	Theses/ Dissertations	%	Conf. proceedings	%
1.	PUC	0	0	0	0
2.	GAC	5	8	5	7
3.	GHBC	17	27	0	0
4.	GTRC	0	0	60	90
5.	GJC	0	0	0	0
6.	GAWC	0	0	0	0
7.	GZRTC	0	0	0	0
8.	GANC	0	0	0	0
9.	GJKC	40	65	2	3
10.	MLC	0	0	0	0
	Total	62	100%	67	100%

The above table 9 reveals that there are altogether 62 number of Theses/Dissertations which are possessed only by three college libraries. GJKC is having maximum 40 number of Theses/Dissertations which constitute 65% followed by 17 Theses/Dissertations (27%) by GHBC and 5 Dissertations (8.06%) are possessed by GAC. However, 7 college libraries do not possess any Thesis/Dissertation mainly due to poor budget. It is surprising to note that, PUC is having neither Theses/Dissertations nor the conference proceedings. Likewise, while analysing the data for conference proceedings placed in the same table it was revealed that GTRC library is having 60 numbers (90%) out of a total number of 67 Conference Proceedings collected by three college libraries and it is followed by GAC which is having 5 numbers (7%) and GKC 2 numbers (3%) respectively. The table shows that major college libraries do not have sufficient strength of the collection with regard to Thesis/Dissertation and Conference Proceedings.

5.3.2 Year wise Collection of Books

The library is best known for collection development whether print or electronic. The strength of the library is based on their library collections. Data concerning to the year wise collection of books of the college libraries covered under the study has been shown under Table 10. The table reflects the collection made by the respective 10 colleges from the year 2009-2010 to 2013--2014 supported with the Graph 5.

Table 10: Year wise Collection of Books

Sl.No	College	2009-10	2010-11	2011-12	2012-13	2013-14	Total	%
1.	PUC	1932	2683	6216	4967	5985	21783	29
2.	GAC	5323	5860	5940	5954	5980	29057	38
3.	GHBC	627	615	902	1166	1353	4800	6
4.	GTRC	345	567	1263	292	161	2628	3
5.	GJC	380	470	860	970	1180	3860	5
6.	GAWC	114	1535	1112	689	935	4385	6
7.	GZRTC	830	649	1370	1243	468	4560	6
8.	GANC	35	122	444	262	121	984	1
9.	GJKC	650	690	720	780	800	2340	3
10.	MLC	42	115	1044	133	228	1562	2
	Total	10278	13306	19871	16456	17676	75959	99 or 100 %
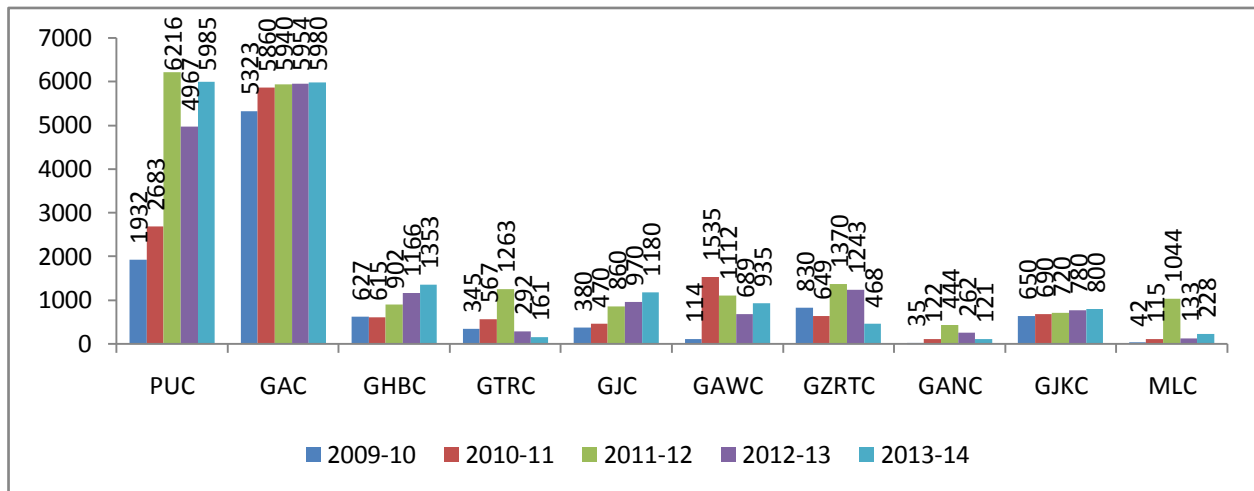
(Graph 5: Collection Development-Books

The above table 10 shows that the books procured by all 10 college libraries covered under study, GAC has the highest collection of books constituting 29057 (38%) followed by PUC which is having 21783 (297%) and GHBC, 4800 (6%) and thus, constitute first, second and third position respectively. It also shows that, GANC is having the lowest collection of books i.e, 984 (1%) out of total number of 75959 collections. It further reflects that, most of the colleges do not have sufficient number of collections which may be due to the inadequate budget allocation for the libraries.

5.4   Processing of Library Material

The processing of library material for the libraries has been analyzed by the scholar under Table 11. The table shows that the time taken of processing of new books to get ready for use in the libraries under coverage

Table 11: Processing of Library Materials

Sl.No	College	Time for processing (Week)
1.	PUC	2
2.	GAC	1
3.	GHBC	1
4.	GTRC	2
5.	GJC	1
6.	GAWC	1
7.	GZRTC	2
8.	GANC	1
9.	GJKC	1
10.	MLC	1

While analyzing the data with regard to the time taken for processing of documents placed in the above table 11 it could found that, 7 college libraries i.e, GAC, GHBC, GJC, GAWC, GANC, GJKC, MLC consume one week each to process the documents, while 3 college libraries such as GZRTC, GTRC and PUC take two weeks time due to lack of professional staff in the library for which the users face difficulties for retrieving the documents. It is surprising to note that, college libraries of PUC, GTRC in spite of having more staffs take longer time to process the documents compared to others.

5.4.1   Technical Processing

Technical processing is one of the important functions of the library activities. The function of library including classification and cataloguing in a traditional environment is essential to process a document. The scholar has analyzed below the two components concerning to the libraries under study**.**

5.4.1.1 Classification

Classification of documents requires artificial numbers using the scheme of classification and that scheme numbering each book to a class number. The scheme of classification applied for processing of documents for all 10 college libraries have been provided under Table 12.

Table 12: Classification Scheme

Sl.No	College	Scheme of classification
1.	PUC	21st Dewey Decimal Classification
2.	GAC	21st Dewey Decimal Classification
3.	GHBC	19th ed.DDC
4.	GTRC	21st Dewey Decimal Classification
5.	GJC	19th ed.DDC
6.	GAWC	21st Dewey Decimal Classification
7.	GZRTC	21st Dewey Decimal Classification
8.	GANC	21st Dewey Decimal Classification
9.	GJKC	21st Dewey Decimal Classification
10.	MLC	21st Dewey Decimal Classification

While analysing the above table 12, it could be ascertained that, two college libraries adopt 19th edition of Dewey Decimal Classification, while eight college libraries adopt 21st edition of Dewey Decimal Classification. It reveals that, the library is taking proper care to classify the documents.

5.4.1.2 Cataloguing

Cataloguing is also important for technical processing in a library which allows the user to ascertain the availability of the document in the library. The data obtained for all the 10 colleges under study were shown under Table 13 for analysis.

Table13: Catalogue process and Codes

Sl.No	College	Catalogue process	Catalogue code
1.	PUC	Card	AACR-2
2.	GAC	-	AACR-2
3.	GHBC	-	AACR-2
4.	GTRC	Card	AACR-2
5.	GJC	Card	AACR-2
6.	GAWC	-	AACR-2
7.	GZRTC	Card	AACR-2
8.	GANC	Ledger	AACR-2
9.	GJKC	-	AACR-2
10.	MLC	Card	AACR-2

Data relating to cataloguing placed in Table- 13 reveals that all of the college libraries maintain catalogue. However, out of those 10 college libraries 5 college libraries prepare card catalogue while 1 college libraries maintain the catalogue through the ledger systems.

5.5   Reader's Services

The reader services by the college libraries under study have been shown in Table 14.Data relating to the readers' service obtained from all 10 college librarians has been placed in Table-for analysis.

Table 14: Reader's Service

Issue System	No of respondent	%
Traditional Method	6	60
Traditional and Electronic Method	3	30
No comment	1	10
Total	10	100%
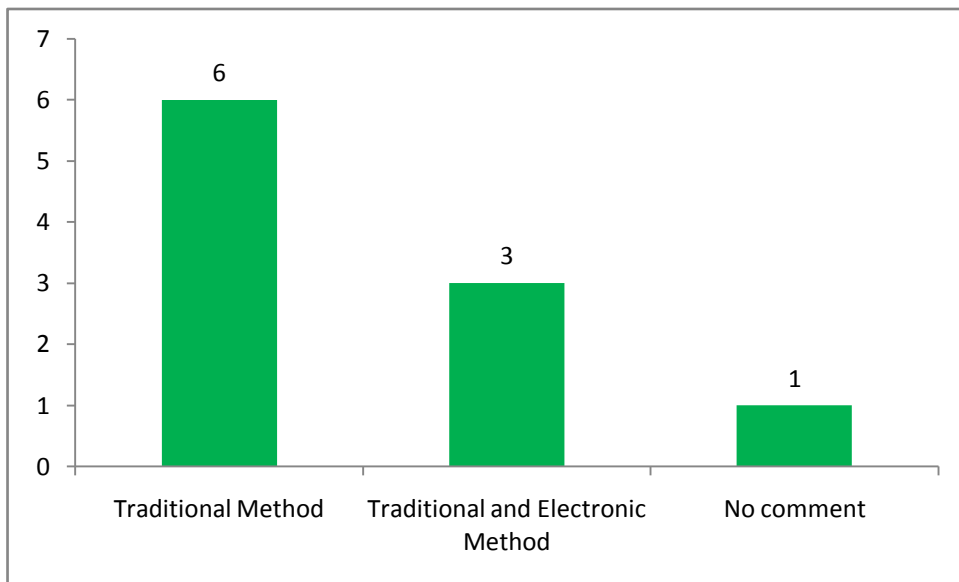
Graph 6: Readers' service

The table 14, while analyzing shows that while, 6 (60%) librarians provide library services to the readers though traditional way followed by 3(30%) who opt delivering the services through both electronic and traditional method. However, 1 College librarian did not make any opinion about the method chosen to provide the reader services. This shows that, the librarian still prefer to deliver services to the users most preferable through the traditional way. This may be due to lack of adequate infrastructures, manpower, computer literacy and finance etc.

5.5.1   Status of Library automation

Library automation in the present scenario has become improve to provide effective library services and optimum utilization of library resources. The scholar put the questions to all 10 college librarian about the status of automation which has been tabulated under Table 15.

Table15: Status of Library Automation

Sl.No	College	Is Library automated	Fully or Partially
1.	PUC	Yes	Partially
2.	GAC	Yes	Partially
3.	GHBC	Yes	Fully
4.	GTRC	Yes	Partially
5.	GJC	Yes	Partially
6.	GAWC	Yes	Fully
7.	GZRTC	Yes	Fully
8.	GANC	Yes	Partially
9.	GJKC	Yes	Partially
10.	MLC	Yes	Partially

The above table 15 reflects the library automated status either completely and or partially. From the above table shows that 7 (70%) college libraries have started automation process, partially they have made automated some of the sections in library. Three Colleges has been fully automated. Majority of the Colleges have been automated partially, this is due to the fact that limited budgetary provision in the college libraries and lack of adequate technical and computer literate staffs in the college libraries.

5.5.2   Library Automation Software

Library Automation requires user friendly software and it is a mechanical process. The state and the Central Government have been taken a lot of initiatives with regard to adopt automation in the College libraries. Data relating to the use of the automation software obtained through the questionnaire of all 10 college libraries has been placed in Table- 16 for analysis.

Table 16: Library Automation Software

Sl.No	College	Type of software
1.	PUC	SOUL
2.	GAC	SOUL
3.	GHBC	SOUL
4.	GTRC	SOUL
5.	GJC	SOUL
6.	GAWC	SOUL
7.	GZRTC	SOUL
8.	GANC	SOUL
9.	GJKC	SOUL
10.	MLC	SOUL

While analyzing the above table 16, it revealed that, all the college libraries use the SOUL software developed by INFLIBNET. It is a very welcoming step towards automation of the college libraries. However, few libraries are as of now are imparting services in an automated environment as some sections have been automated. This is a preliminary step which in any way gives boosting to other college libraries to start with this noble effort.

5.5.3 Internet Connection

In this day, Internet has become developing to access resources for academic purpose, research and development. Majority of the colleges have their own internet within the campus so that the user can access easily their information need. The Scholar has shown the status of the internet connection of all 10 college libraries in Table 17. The scholar split the data relating to the Internet connection which is being provided to the college libraries either through leased-line, dial-up connection, or broadband.

Table 17: Status of Internet Connection

Sl.No	College	Internet connection	Lease-line	Dial up connection	Broadband /Others
1.	PUC	Yes	Yes	-	-
2.	GAC	Yes	-	-	Yes
3.	GHBC	Yes	-	-	Yes
4.	GTRC	Yes	-	-	Yes
5.	GJC	Yes	Yes	-	-
6.	GAWC	Yes	-	-	Yes
7.	GZRTC	Yes	Yes	-	-
8.	GANC	Yes	Yes	-	-
9.	GJKC	No	-	-	-
10.	MLC	No	-	_	_

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While analyzing the data, 8(80%) college libraries out of 10 have internet connection leaving behind 2 (20%) who do not have internet. Further, out of 8, while 4(50%) college libraries use leased-line based connection, 3(38%) college library has broad band connection. Other 2(20%) college libraries do not posses internet connection due to the lack of infrastructures, and inadequate fund.

5.6   Information Needs of the users
5.6.1   Frequency of library visit

The libraries are considered as information centers where the users can retrieve information as per their needs. The Libraries should have a good collection development, infrastructures, manpower and effective information service. The satisfaction rate of Library Users also depends

upon the collections and services of the library. The scholar shown data from the users about their visit of library in three ways which has been placed under Table 18 supplemented with graph no.7

Table 18: Frequency of Library Visit

Sl.No	Type	Faculties	%	Students	%
1	Regularly	15	33	150	68
2	Occasionally	30	67	70	32
3	No visit	-		-	-
Total		45	100%	220	100%
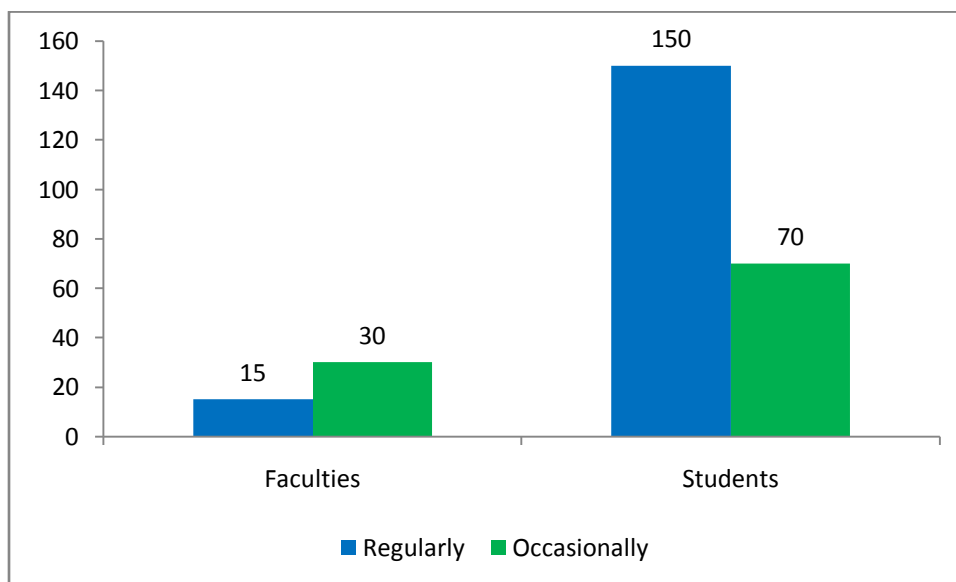
Graph 7: Frequency of Library Visit

Standard Deviation for regular visitors- 95.45942

Standard Deviation for Occasional visitors- 28.28427

The analysis to be above table 18 reflect that 30 (67%) number of faculties out of 50 in total visit library occasionally and 70(32%) students out of 220 Further, it could be seen 15 (33%) numbers of faculties visit the library regularly as against 150 (68%) number of students out of 220. It further shows that the students visit the library regularly because of their assignments, browsing internet, and issue and return of the books etc. and the faculties visit the library because of their starting project and lending a book etc. Further, while deriving standard deviation for regular visit and occasional visit to the libraries it could be visualized that, while former i.e, the regular visitor comes to 95.45942 and the later i.e, occasional visitors 28.28427. This, otherwise, means that the users feel the importance of library.

5.6.2 Types of Information needs

The scholar tried to ascertain the types of information needs both from faculties and students and the data so obtained from all the college libraries under study have been mentioned under Table 19 for clear vision of the facet supplemented with graph no.8.

Table 19: Types of Information Needs

Sl.No	Types	Faculties	%	Students	%
1	Current	13	29	110	50
2	Retrospect	20	44	90	41
3	Both current & Retrospect	12	27	20	9
Total		**45**	**100%**	**220**	**100%**
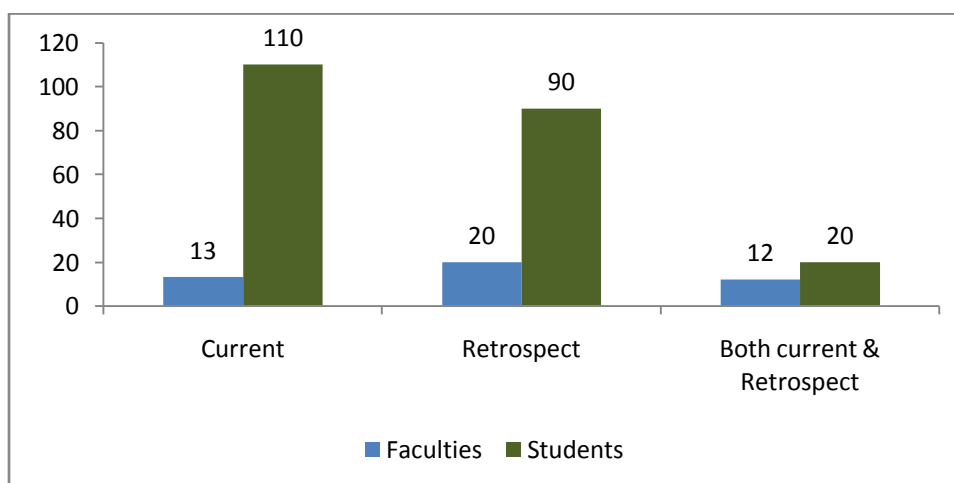
Graph 8: Types of information needs

The table 19 while analyzing reflect that, 13 (29%) out of 45 faculties require current information while, 110(50%) students out of 220 opined for current information requirement. 20(44%) faculties however, has given the opinion to go in favor with retrospect information needs as against 90(41%) students out of 220. It is interacting to note that 12(46%) faculties out of 45 and 20(9%) students out of 220 have explained the needs of both current and retrospect information. This shows that the students are quite concerned to get the current information for new knowledge and other academic works.

5.6.3   Types of Document Needs

The scholar was trying to identify the type of documents required by both from faculties and students. After collected the data, the scholar has tabulated the same under Table 20 and the same has been supported with the Graph- 9

Table 20: Types of Document Needs

Sl.No	Types	Faculties	Students	Total	%
1.	Text book	15	120	135	86
2.	Periodicals	17	15	32	11
3.	Reference	13	25	38	18
4.	Conf/seminar Proceeding	3	5	8	4
5.	Patent	0	0	0	0
6.	Standard	0	0	0	0
7.	Review	3	2	5	1
8.	Newsletter	5	20	25	14
9.	Index	0	1	1	1
10.	Abstract	3	0	3	0
11.	Bibliography	4	25	29	18
12.	Others	1	3	4	2
	Total	64	216	280	

N= 265, n=280
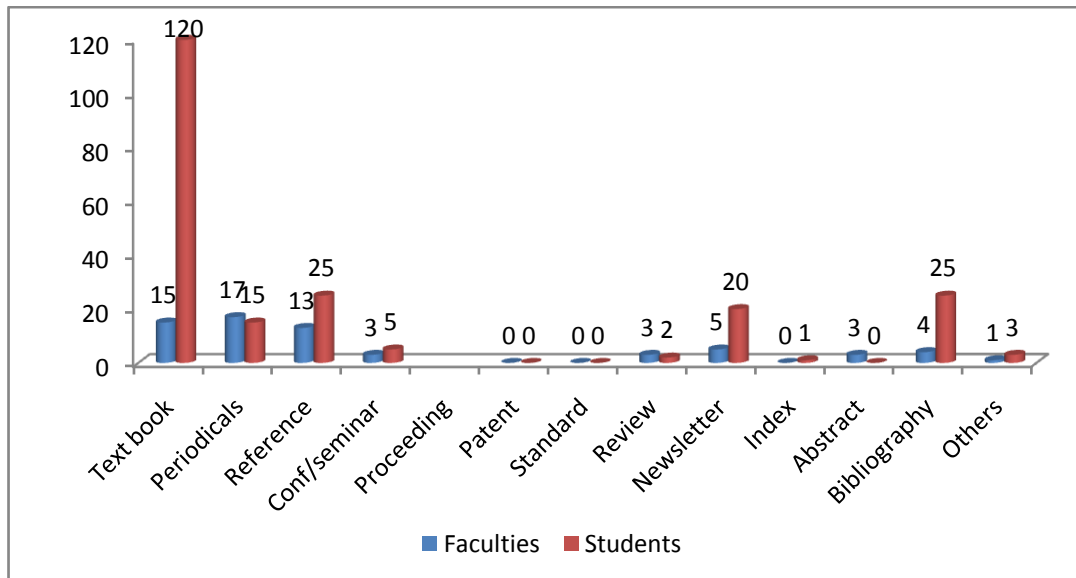
Graph 9: Types of Document Needs

90

Analysis to the above table 20 reveals that, the faculties and the students as well have given their option for their document needs for more than one item as listed in the table. Hence, the 'n' value is 280 instead of 265. However, as out of 220 students, 4 students did not opine, the calculation was from 216. The scholar has split the table under 12 broad categories. The analysis to the table further revealed that the major number of faculties .i.e, 15(30%) out of 50 and 120 (86%) students out of 140 in total have given their opinion for text books, periodicals etc. While much emphasis has been given by both faculties and students for the requirement of text books, less emphasis has been given by both faculties and students on periodicals. Further, the importance for reference books both by faculties and students have been given which counts 13(26%) and 15(11%) out of 50 and 140 respectively. In tune of the document needs emphasis has also been given for newsletter, reviews, bibliography, etc. by both faculties and students. The table shows that the levels of interest of both faculties and students in the colleges who are more interest to use book as most of the libraries do not sufficient periodicals. It is surprising to note that none of the users neither faculties nor students prefer for consultation of patent and standards.

5.6.4 Access to Internet.

The scholar obtained the data with regard to access to Internet from both faculties and students and the data has placed under Table 21

Table 21: Access of Internet

Sl.No	Access	Faculties	%	Students	%
1.	Yes	43	96	185	84
2.	No	2	4	35	16
	Total	45	100%	220	100%

Analysis shows that 43(96%) faculties out of 45 would like to access Internet for various academic progress, programs, research and development as against 185(84%) students out of 220 students. Further 2(14%) faculties out of a total number of 45 do not prefer to access Internet as against a 35 (16%) students.. This is perhaps due to the fact that though most of the libraries are linked with Internet, it is confined either to the libraries, library staffs and faculty members. The students hardly get any chance to access Internet may be due to the engagement of the systems. Again, the Internet connectivity and bandwidth in college library under study in an absolute problem and as most of the colleges are having only one system and hence, it is difficult for both for the student and faculties to access Internet.

5.6.5 Types of search on Internet

The type of search on Internet is one of the components of the questionnaire which was revealed by the faculties and students of all 10 college libraries covered under study. The data is spilt to seven different categories and the same has been tabulated in Table 22 for analysis and to ascertain the different types of searches made by the faculties and students on Internet.

Table 22: Types of Search on Internet

Sl.No	Types	Faculties	Students	Total	%
1.	e-book	23	50	73	27
2.	e-journal	20	143	163	60
3.	e-patent	0	0	0	0
4.	e-repots	2	2	4	2
5.	e-proceedings	0	0	0	
6.	Database	0	0	0	0
7.	Others	6	25	31	11
	Total	48	220	271	100

N= 265, n= 271

The above table 22 on analysis revealed that the faculties as well as the students use to browse many types of e-resources such as e-book, e-journal, e-patent, .etc simultaneously. However, browsing for e-journals compared to e-book and others are more. It could be found that, 163 (60%) faculties and students prefer to browse e-journals followed by browsing of e-books by 73 (27%). The e-reports one of the types is being browsed by 4(2%) and 31 (11%) browse Internet for other purposes. The faculties along with students preferred to browse e-books which are text oriented. E-journals are browsed mostly by the students and faculties as well to keep abreast with the latest development in their respective subject and other academic purposes With regard to other information needs, emphasis should be given for e-reports, databases by the faculties and they require providing the students about other search techniques of web resources on Internet.

5.7   Library Services
5.7.1   Satisfaction of library services
Library services for users irrespectively are one of the essential components to achieve the objectives of the library. As already discussed, the libraries are considered as a source of knowledge centers where the users are expected to obtain information according to their needs. Satisfactions of users depend upon the quality, nascence, and clarity of library services provided to them. It is, however, a performance indicator of library. The library service primarily depends upon the collection development, management, technical manpower, infrastructures, and resources of the library. The scholar obtained the data relating to the satisfaction derived by both faculties and students of the college libraries under study which has been placed in Table 23

Table 23: Satisfaction of Library Services

Sl.No	Satisfied	Faculties	%	Students	%
1	Yes	41	91	200	91
2	No	4	9	20	9
	Total	45	100%	220	100%

Analysis to above table 23 illustrated that 41(91%) faculties out of 45 are satisfied with the services provided by the irrespective library as against 200(91%) students out of 220 students who are also satisfied. This is due to fact that, the college library are more inclined to develop their collections through of the books prescribed in the syllabus which, however, include both text and reference books. Further 4(9%) faculties out of 45 followed by 20 (9%) students are not satisfied with the services made available by the library. This is perhaps due to the fact that most of the libraries are poor in collection strength and are unable to add new edition of books, journals and other information tools due to limited budget.

5.7.2 Rate of satisfaction

The scholar obtained data relating to satisfaction level among the faculties and students with regard to library services. The data relating to the component has placed in Table 24 supplemented with Graph 10. The scholar split the questions in four different categories such as excellent, good, moderate and no-comment and the data relating to this opined by the faculties and students have been tabulated in Table-24 supported with Graph.10 No other parameter has however, been applied to know the rate of satisfactions.

Table 24: Rate of Satisfactions

Sl.No	Description	Faculties	%	Students	%
1	Excellent	1	2	5	2
2	Good	36	80	164	75
3	Moderate	8	18	40	18
4	No comment	0	0	11	5
	Total	45	100	220	100
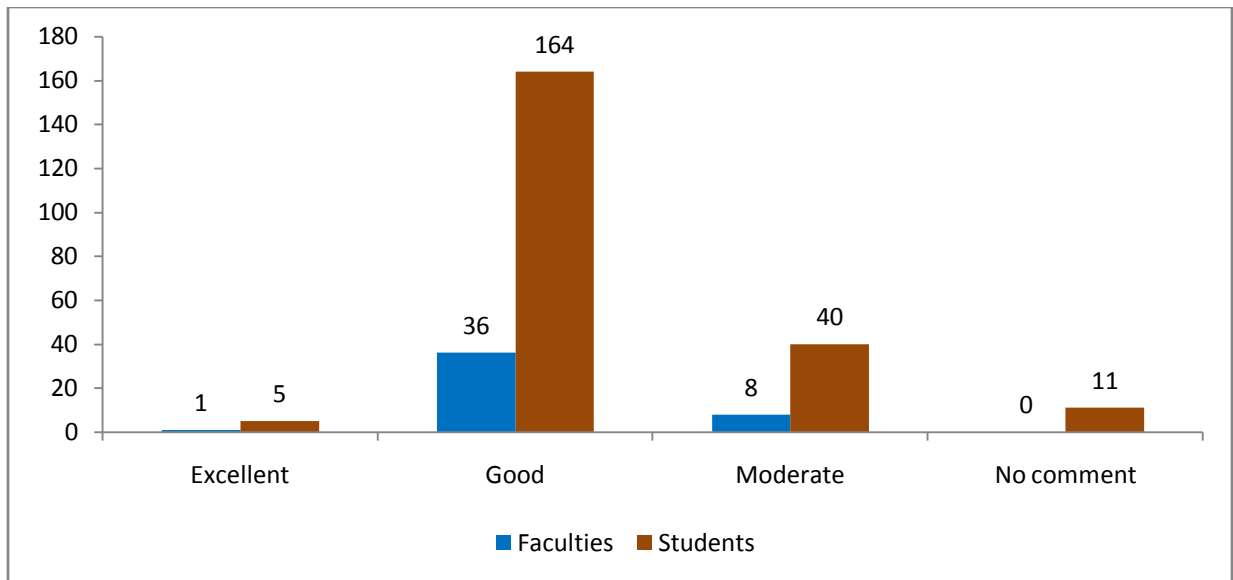
Graph 10: Rate of satisfaction

Standard Deviation Excellent:	2.828427
Standard Deviation Good:	90.50967
Standard Deviation Moderate :	27.57716

While analyzing the data from the Table- 24 it could be ascertained that, 36(80%) faculties along with 164(75%) students out of 45 and 220 respectively expressed the library services good followed by moderate expressed by 8 (18%) by faculties and 40 (18%) students. Excellent option by both faculties and students are less. While deriving the standard deviation it could be found that, there is 90.50967 for good followed by 27.57716 for moderate and 2.828427 for excellent. Hence, it could be inferred that, comparatively the satisfaction rate is good.

5.8   Findings:

Education plays the most important thing for development of society in nation, Mizoram is a very young state in India and education is started functioning late than other states but it is one of the best progressive states regarding establishment of Schools, Colleges, University This is evident from the data duly analyzed from all 10 colleges covered under study. The scholar after obtaining the data relevant to the questions through the structured questionnaire from the librarians, faculties and students of all 10 college libraries under studies analyzed and verified the following major findings.

☞   310 questionnaires were circulated, out of which, 300 were distributed among 250 students and 50 faculties and 10 questionnaires to the Librarian of all the 10 colleges under study. Out of 250 students, 220 responded to the questionnaire which forms 73% and out of 50

faculties, 45 were received that form 90%. Further, 10 questionnaires distributed to the college librarians responded in total that constitute 100%. Out of total number of 300 users, 265 responded the questionnaire that form 88% response rate. Thus, it is a good response rate.

☞ Out of 10 college libraries, there are 81 men power including contractual staff with non-professional staffs inducted in the libraries. Out of 81 personnel, 39 staffs (48%) are from Pachhunga University college which is the highest in number followed by 7 (9%) in two colleges i.e Govt, Hrangbana College and Govt. Aizawl North College and 6 (7%) in other two Colleges i.e. Govt. J. Thankima College and Govt. Mizoram Law College. It could be found that, Govt. Zirtiri Residential science College and Govt. Aizawl West College has the lowest number of library staff i.e 2 each (2% each). The above table revealed that most of the colleges have inadequate number of staffs both technical and non-technical which resulted disruption in library services.

☞ With regard to the collection of resources of all the colleges under study it could be found that, GAC has the highest collections of 36375 (30%) followed by PUC 26097 numbers (22%) and ZRTC 11067 (9%). It is due to the fact that the above three libraries has got the highest budget allocation. However, other colleges do not have sufficient budget for purchasing adequate books for their library resulting thereby procurement of less number of books in the library. Mention may be made that, the libraries need to develop the library collections on the basis of budget allocation. Likewise, while analysing the data with regard to collection of journals in the libraries under study it could be found that, GHBC library procures 30 number of journals out of a total number of 169 journals being subscribed by all 10 college libraries and thus, constitute 18% in total and ranks at the top followed by 27 number of journals procured by GAWC library (16%) and GZRSC library 24 number of journals (15%) and ranks at second and third respectively. It could be found from the above analysis that, the libraries are giving less importance to journals compared to books which also affects the teaching and research in the college libraries.

☞ Theses/Dissertations which are possessed only by three college libraries., GJKC is having maximum 40 number of Theses/Dissertations which constitute 65% followed by 17 Theses/Dissertations (27%) by GHBC and 5 Dissertations (8.06%) are possessed by GAC. However, 7 college libraries do not possess any Thesis/Dissertation mainly due to poor budget. It is surprising to note that, PUC is having neither Theses/Dissertations nor the conference proceedings. Likewise, while analysing the data for conference proceedings placed in the same table it was revealed that GTRC library is having 60 numbers (90%) out of a total number of 67 Conference Proceedings collected by three college libraries and it is followed by GAC which is having 5 numbers (7%) and GKC 2 numbers (3%) respectively. The table shows that major college libraries do not have sufficient strength of the collection with regard to Thesis/Dissertation and Conference Proceedings.

☞   Books procured by all 10 college libraries covered under study, GAC has the highest collection of books constituting 29057 (38%) followed by PUC which is having 21783 (297%) and GHBC, 4800 (6%) and thus, constitute first, second and third position respectively. It also shows that, GANC is having the lowest collection of books i.e, 984 (1%) out of total number of 75959 collections. It further reflects that, most of the colleges do not have sufficient number of collections which may be due to the inadequate budget allocation for the libraries.

☞   Time taken for processing of documents placed in the above table 11 it could found that, 7 college libraries i.e, GAC, GHBC, GJC, GAWC, GANC, GJKC, MLC consume one week each to process the documents, while 3 college libraries such as GZRTC, GTRC and PUC take two weeks time due to lack of professional staff in the library for which the users face difficulties for retrieving the documents. It is surprising to note that, college libraries of PUC, GTRC in spite of having more staffs take longer time to process the documents compared to others.

☞   2 college libraries adopt 19th edition of Dewey Decimal Classification, while eight college libraries adopt 21st edition of Dewey Decimal Classification. It reveals that, the library is taking proper care to classify the documents.

☞   All the college libraries maintain catalogue. However, out of those 10 college libraries 5 college libraries prepare card catalogue while 1 college libraries maintain the catalogue through the ledger systems.

☞   6 (60%) librarians provide library services to the readers though traditional way followed by 3(30%) who opt delivering the services through both electronic and traditional method. However, 1 College librarian did not make any opinion about the method chosen to provide the reader services. This shows that, the librarian still prefer to deliver services to the users most preferable through the traditional way. This may be due to lack of adequate infrastructures, manpower, computer literacy and finance etc.

☞   7 (70%) college libraries have started automation process, partially they have made automated some of the sections in library. Three Colleges has been fully automated. Majority of the Colleges have been automated partially, this is due to the fact that limited budgetary provision in the college libraries and lack of adequate technical and computer literate staffs in the college libraries.

☞   All the college libraries use the SOUL software developed by INFLIBNET. It is a very welcoming step towards automation of the college libraries. However, few libraries are as of now

are imparting services in an automated environment as some sections have been automated. This is a preliminary step which in any way gives boosting to other college libraries to start with this noble effort

☞ 8(80%) college libraries out of 10 have internet connection leaving behind 2 (20%) who do not have internet. Further, out of 8, while 4(50%) college libraries use leased-line based connection, 3(38%) college library has broad band connection. Other 2(20%) college libraries do not posses internet connection due to the lack of infrastructures, and inadequate fund.

☞ 30 (67%) number of faculties out of 50 in total visit library occasionally and 70(32%) students out of 220 Further, it could be seen 15 (33%) numbers of faculties visit the library regularly as against 150 (68%) number of students out of 220. It further shows that the students visit the library regularly because of their assignments, browsing internet, and issue and return of the books etc. and the faculties visit the library because of their starting project and lending a book etc. Further, while deriving standard deviation for regular visit and occasional visit to the libraries it could be visualized that, while former i.e, the regular visitor comes to 95.45942 and the later i.e, occasional visitors 28.28427. This, otherwise, means that the users feel the importance of library.

☞ 13 (29%) out of 45 faculties require current information while, 110(50%) students out of 220 opined for current information requirement. 20(44%) faculties however, has given the opinion to go in favor with retrospect information needs as against 90(41%) students out of 220. It is interacting to note that 12(46%) faculties out of 45 and 20(9%) students out of 220 have explained the needs of both current and retrospect information. This shows that the students are quite concerned to get the current information for new knowledge and other academic works.

☞ The faculties and the students as well have given their option for their document needs for more than one item as listed in the table. Hence, the 'n' value is 280 instead of 265. However, as out of 220 students, 4 students did not opine, the calculation was from 216. The scholar has split the table under 12 broad categories. The analysis to the table further revealed that the major number of faculties .i.e, 15(30%) out of 50 and 120 (86%) students out of 140 in total have given their opinion for text books, periodicals etc. While much emphasis has been given by both faculties and students for the requirement of text books, less emphasis has been given by both faculties and students on periodicals. Further, the importance for reference books both by faculties and students have been given which counts 13(26%) and 15(11%) out of 50 and 140 respectively. In tune of the document needs emphasis has also been given for newsletter, reviews, bibliography, etc. by both faculties and students. The table shows that the levels of interest of both faculties and students in the colleges who are more interest to use book as most of the libraries do not sufficient periodicals. It is surprising to note that none of the users neither faculties nor students prefer for consultation of patent and standards.

☞   43(96%) faculties out of 45 would like to access Internet for various academic progress, programs, research and development as against 185(84%) students out of 220 students. Further 2(14%) faculties out of a total number of 45 do not prefer to access Internet as against a 35 (16%) students.. This is perhaps due to the fact that though most of the libraries are linked with Internet, it is confined either to the libraries, library staffs and faculty members. The students hardly get any chance to access Internet may be due to the engagement of the systems. Again, the Internet connectivity and bandwidth in college library under study in an absolute problem and as most of the colleges are having only one system and hence, it is difficult for both for the student and faculties to access Internet.

☞   The faculties as well as the students use to browse many types of e-resources such as e-book, e-journal, e-patent, .etc simultaneously. However, browsing for e-journals compared to e-book and others are more. It could be found that, 163 (60%) faculties and students prefer to browse e-journals followed by browsing of e-books by 73 (27%). The e-reports one of the types is being browsed by 4(2%) and 31 (11%) browse Internet for other purposes. The faculties along with students preferred to browse e-books which are text oriented. E-journals are browsed mostly by the students and faculties as well to keep abreast with the latest development in their respective subject and other academic purposes With regard to other information needs, emphasis should be given for e-reports, databases by the faculties and they require providing the students about other search techniques of web resources on Internet.

☞   41(91%) faculties out of 45 are satisfied with the services provided by the irrespective library as against 200(91%) students out of 220 students who are also satisfied. This is due to fact that, the college library are more inclined to develop their collections through of the books prescribed in the syllabus which, however, include both text and reference books. Further 4(9%) faculties out of 45 followed by 20 (9%) students are not satisfied with the services made available by the library. This is perhaps due to the fact that most of the libraries are poor in collection strength and are unable to add new edition of books, journals and other information tools due to limited budget.

☞   36(80%) faculties along with 164(75%) students out of 45 and 220 respectively expressed the library services good followed by moderate expressed by 8 (18%) by faculties and 40 (18%) students. Excellent option by both faculties and students are less. While deriving the standard deviation it could be found that, there is 90.50967 for good followed by 27.57716 for moderate and 2.828427 for excellent. Hence, it could be inferred that, comparatively the satisfaction rate is good.

6.1   SUGGESTIONS

After going through the questionnaire, interview and observation the Scholar finds it necessary to make some of the following suggestion's make the library a viable platform for the users along with the optimum utilization of the library resources and for all round development of the library

- ❖ Appointment of more library staffs is required for effective services in the library
- ❖ Library should need to developing its collection regarding teaching curriculum, research project and carrier guide will be helpful to student
- ❖ The college library should make efforts to attract the users to library and convert them into regular visitor/users.
- ❖ Library should subscribe more journals published by national and international publication for the users
- ❖ The College library staff should aware of the importance and advantage of library use so as to provide effective and efficient services
- ❖ Internet facility should be provided to the library user, so that user can access their required information easily
- ❖ There should be proper budget for the library, finance is the main source of collection. So, it is especially very important for the library
- ❖ The library should be extended to provide a spacious and comfortable reading accommodation. It should have well equipped furniture as well
- ❖ The Library requires more space and will be better to have separate building and fully computerized. There should be sufficient light inside the library and separate reading area for better concentration
- ❖ Library should organized library orientation programmed in every year on a regular basis.
- ❖ From the respondent's opinion, it clearly revealed that the library needs to purchase sufficient number of documents including books, journals, references etc.
- ❖ Qualified professional staff with technical knowledge should be recruited for effective functioning of library services.
- ❖ Organisation of Workshop, Seminar, Lectures, Audio-visual Programs is essential for the library professionals to promote library services effectively.
- ❖ Each and every college library should follow collection development policy of the Government. Collection development policy may emphasize on information need of the users.
- ❖ Each and every college library requires to be the member of UGC-Infonet Digital Library Consortium
- ❖ Separate reading room for teachers should be available in a library. Collections and facilities should also be organized systematically to meet their information needs.
- ❖ Each department of the college should have an online access to the library.
- ❖ Reprographic service should be made available to the library for smooth services especially for the collection of reference materials.

6.2   Conclusion:

Information plays a vital role in improving education standards and research efforts. Information also plays a key role in decision making in industry and government. A well equipped library is the foundation of modern educational structure. As a library and information services of college library play a central role in enhancing the quality of academic and research environment, college library are expected to play a dynamic role in enhancing the quality of academic pursuits and achievement.

Human resources in 10 libraries are not good, the scholar analyzed that all together there are 81 personnel are working in Ten College Libraries. PUC has got the highest library staff i.e 39 and Govt. Aizawl West College and Govt. Zirtiri Residential Science Colleges has the lowest staff i.e 2 personnel are work there, in overall colleges, all of them need staff recruitment for effective library services. The collection development signifies the strength of a college library especially with regard to the books, reference books etc. To build up a good collection in all the libraries, they need sufficient budget for purchasing library documents and library infrastructure. Journal procurement compared to books should be given more emphasis so as to provide current information to the users but In majority of the Colleges do not have sufficient fund allocation, all the libraries do not have enough journals subscription. All of the libraries do not have allocated separate budget for journal subscription. Moreover, the cost of the Journals is higher than that of books and hardly expenditure with regard to Journal subscription are approved by the management and Government. Although, most of the colleges have introduced library automation and technological services provided to the users, some of the libraries are still in the process and persuading the Government for sanction of more funds to developed ICT infrastructures to adopt automation in the library services. Further the college libraries that have already started automation process have chosen SOUL software developed by INFLIBNET.

Library service for users is one of the essential components to achieve the objectives of the library. The libraries are considered as a source of knowledge centers where the users are expected to obtain information as per their needs. Satisfaction of users depends upon the quality, and clarity of library services provided to them. It is a performance indicator of library. The library service primarily depends upon the technical manpower, infrastructure, and resources of the library. The study revealed that the users comprising both faculties and students of the colleges are satisfied with the services provided by the libraries. It is due to fact that the most of the college libraries have developed their collection development with regard to the books prescribe in the syllabus which however, includes both text and reference books. It is a demand in the present changing scenario that the libraries requires to provide proper an effective services electronically which can be gear up with the prevalence of computers and communication technologies. This however, requires a change of attitude among the library professionals and

also the authorities including the Government. Proper infrastructures require to be developed in the college library services for a fruitful result in the academic scenario especially for promoting research and development.

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<div align="center">

QUESTIONNAIRE

on

Collection development and services of College libraries in Aizawl

</div>

The respondent is requested to put (✓) mark in the space provided in each question or provide information in the space provided in the questions or may use separate sheet wherever necessary.

A.   GENERAL

i.   Name of the College: _____

ii.   Year of establishment: _____

iii.   Status of College: Provincialised ☐ Deficit ☐ Private ☐

iv   Name of the Librarian: _____
       with qualification   _____

v.   Status of the Librarian: Regular ☐ Contract ☐ Temporary ☐

vi.   Correspondence Address of the: _____
       Librarian with Phone & e-mail   _____

vii.   No of Library Staff: Technical Staff ☐ Supporting Staff ☐

viii. Web Address/e-mail of Library   _____

vi.   Phone No. of the Library   _____

1.   HUMAN RESOURCES:

i.   Total number of Professional   _____
       Asst. Librarian_____   Documentation Officer _____
ii.   No. of Semi Professional   _____
iii.   No. of Technical Staff   _____
iv.   No. of non-technical Staff   _____
v.   No. of skilled Staff   _____
vi.   No. of Unskilled Staff   _____
vii.   No. of Permanent Staff   _____
viii   No. of Contractual Staff   _____
ix.   No. of daily Wages   _____
.

1.   LIBRARY COLLECTIONS

1.1   Please specify the type of resources available in the Library.

Sl.No.	Form of Documents	No
1.	Books	
2.	Back volumes	

3.	Theses/ Dissertations	
4.	Reference Tools	
5.	Conference Proceedings	
6.	Periodicals/Journals (Indian)	
7.	Periodicals/Journals (Foreign)	
8.	Audio-Video Cassettes	
9.	CD-ROMs/Floppies	
10.	Online operating facilities	
11.	Any other (Please specify)	
12.	e-Book	
13.	e-journal	

ii.   Do you Subscribe consortia based e-resources   Yes   No

iii.   If Yes, please give the list of such resources

iv.   Do you subscribe Shodganga   Yes   No

v.   Total books procured for different Departments/Subject since last five(5) years

Sl.No.	Department	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

vi.   Type and No of other e-resources available in the library. (Please specify).

Sl.No.	Description of e-resources	Number
1		
2		
3		
4		
5		

5   LIBRARY BUILDING

i   Do you feel that Library has adequate space to provide the various types of services to the clienteles?   Yes ☐   No ☐

ii.   Do you think that the number of seats provided in the library is adequate to meet the users and teachers of the Colleges.   Yes ☐   No ☐

iii.   Do you provide Research Cubical/ Research Carrels/?
                                                                    ☐s   ☐b

iv   Does the Library have its own building?   Yes ☐   No ☐

6.   PROCESSING OF LIBRARY MATERIALS

i   How much time is usually taken by your library to process the books after arrival and make them available to the users?

         a. One week;   ☐
         b. Two weeks;   ☐
         c. One month;   ☐
         d. More than one month ☐

ii.   Which scheme of classification do you follow in the library?

         a. DDC;   ☐
         b. CC;   ☐
         c. UDC.   ☐

iii.   Which Physical form of catalogue do you follow?

         a. Card;   ☐
         b. Ledger.   ☐

iv   Which catalogue code do you use in the library?

         a. CCC;
         b. AACR-1;
         c. AACR-2;
         d. Any other (Please mention) _____

7.   READER'S SERVICE

i.   What are the total working hours of the library?

         a. Week days;   ☐
         b. Sundays.   ☐

ii.   Does the library remain open during holidays and vacation?   Yes ☐   No. ☐
         If no, please state the reasons.

iii.   Which charging system do you follow?

         a. Browne;   ☐
         b. Newark;   ☐
         c. Two card system of Ranganathan; ☐
         d. Any other system (Please specify) _____

iv.   What type of issue system do you like?
      a. Electronic Method
      (If electronic method, please state the reason)

      _____
      _____

      b. Traditional Method   ☐

v.   Do you provide active Reference service to the readers   Yes ☐   No ☐

      If yes, please state the method of disseminating of services
      a.   Through document;   ☐
      b.   Through electronic form;   ☐
      c.   Through any other media (Please state) ☐ _____

8.   Do you provide Documentation Service?   Yes ☐   No ☐

9.   Do you provide any bibliographic/ Current Content Service?   Yes ☐   No ☐

10.   Do you provide e-content service?   Yes ☐   No ☐

11.   Is your library automated?   Fully ☐   Partially ☐

12   If partially, which sections are computerized?

      Acquisition   ☐

      Cataloguing   ☐

      Circulation   ☐

      Serial control   ☐

      Back volume   ☐

      Text book   ☐

      Any other (please specify)   _____

13.   Which library software do you use?

      ▪   Libsys   ☐

      ▪   CDS/ISIS / WINISIS ☐

      ▪   SLIM++   ☐

      ▪   SOUL   ☐

      ▪   TLMS   ☐

      Any other (Please specify)   _____

14   On which server the library software has been installed?

      Library   ☐   Institute's computer center   ☐

15   Who is managing the library software?

      Library and Inf. Professional ☐   Computer Professional   ☐

      System Analyst   ☐   Any other (please specify)   ☐

16. Does your institute have a website?   Yes ☐   No ☐

    If yes, who is hosting the your website (Please specify) _____

17. Has your library got an independent LAN or is a part of campus network?

    Independent ☐   Part of campus network ☐

    If it is independent, or part of campus network, what are all the equipments and cables used for LAN connection in the library?

- **Hub:**

Manageable ☐

Unmanageable ☐

Cisco ☐

18. How do you spread out your institute's campus LAN?

- To Library ☐
- To All Labs/Centers/Units ☐
- To all Faculties and officers residences ☐
- Any other _____

19. Are your campus network and library network connected to internet? Yes ☐   No ☐

    If yes, please specify your Internet Service Provider (ISP)

- ERNET(ex: ac.in, edu.in, res.in) ☐
- VSNL ☐
- NICNET ☐
- Any other _____

20. Type of internet connection is being used in the library, laboratory.

i   **Library**

Dial-up ☐

Leased ☐

Any other _____

ii.   **Bandwidth of library network**

- <=1.0 Mbps ☐
- >1.0 to <=2.0 Mbps ☐
- >2.0 Mbps to <=4.0 Mbps ☐
- >4.0 Mbps to <=6.0 Mbps ☐
- >6.0 Mbps and above ☐

Is your library a member of any library networks, and a part of any consortium in India?

iii   **Library Networks:**

- DELNET ☐

5

- ▪ CALIBNET
- ▪ BONET
- ▪ MALIBNET
- ▪ INFLIBNET
- ▪ Any other _____

iv. Consortium:

- • INDEST ☐
- • CSIR ☐
- • UGC-Info E-journals ☐
- • Any other _____

21. What are all the e-resources (*full-text and bibliographic databases*) subscribed for you by INDEST/ CSIR/UGC Info net consortium?

i. Full-text databases:

- ▪ Science Direct ☐
- ▪ Springer link
- • ASTM journals and Standards ☐
- ▪ J-Gate ☐
- ▪ JCCC ☐
- ▪ Any other _____

ii. Does your library subscribe to any e-databases from any library consortia? If so, whether payment is made out of its own budget or from consortium? (Please specify in detail)

22. Amount spent by your library for subscribing electronic resources during the year

- • 2008-2009 Rs.. _____
- • 2009-2010 Rs _____
- • 2010-2011 Rs _____
- • 2011-2012 Rs _____
- • 2012-2013 Rs _____
- • 2013-2014 Rs _____

23. What are all the Networked Services provided by your library?

Services	YES	NO
▪ Electronic Data Interchange (EDI)	☐	☐
▪ Automated Cataloguing	☐	☐
▪ Automated Circulation	☐	☐
▪ Virtual Reference	☐	☐
▪ E-CAS	☐	☐

- ▪   Online Databases   ☐
- ▪   CD-ROM/DVD   ☐
- ▪   Electronic Thesis and Dissertations (ETD)   ☐
- ▪   Multimedia Databases (*audio and video etc.*)   ☐
- ▪   Standards (*CD-ROM or intranet version*)   ☐
- ▪   Internet facilities   ☐
- ▪   E-mail   ☐
- ▪   Facsimile transmission (Fax)   ☐
- ▪   Web-based document delivery   ☐
- ▪   Any other services _____

*Note: If the answer is **No** the subsequent related questions are need not be answered (filled-in)*

24.   If your library provides Electronic Data Interchange (EDI) services, please tick mark the area(s) covered.

- ▪   Ordering of library materials   ☐
- ▪   Budgeting   ☐
- ▪   Any other services _____

25.   If your library provides automated library catalogue services, please tick mark the type of service(s)?

- ◈   OPAC   ☐
- ◈   WebOPAC   ☐
- ◈   Both   ☐
- ◈   Any other services _____

26.   If your library provides automated circulation services, please tick marks the area(s) covered and specify the daily transactions of books.

- ▪   Check-in   ☐   No._____
- ▪   Check-out   ☐   No._____
- ▪   Renewal   ☐   No._____
- ▪   Reservation   ☐   No._____
- ▪   Inter-library loan   ☐   No._____
- ▪   Any other services _____

27.   If your library provides virtual reference service, which media you usually use to deliver the services? (Please tick mark and specify number of queries attended per day).

- ◈   Online assistance   ☐   No._____
- ◈   E-mail assistance   ☐   No._____
- ◈   Telephone assistance   ☐   No._____
- ◈   Any other services _____

28. Does the library provide the following services?
- Current contents ☐
- E-SDI ☐
- Alert ☐
- New arrivals ☐
- Newspaper clipping ☐
- Any other services _____

29. If your library provides online information access, please tick mark the type of materials provided access.
- E-books ☐
- E-journals ☐
- Abstracting databases ☐
- Open access journals (free) ☐
- Any other services _____

30. Does the library provides CD-ROM services, please tick mark the type of service(s).
- Standalone ☐
- Networked ☐
- Both ☐
- Any other services _____

31. If your library provides communication network services, please tick mark the type of service(s) available
- E-mail ☐
- Telephone ☐
- Facsimile (fax) ☐
- Any other services _____

32. If your institute provides personal e-mail facilities, please tick mark the category of users who use this facility:
- Teachers ☐
- Student ☐
- Non-Teaching ☐
- Any other _____

33.	Does the library provides e-learning/education services, please tick mark the type of service(s)

▪	Desktop (stand-alone)	☐
▪	CD-ROM/DVD	☐
▪	Audio and video cassettes	☐
▪	Intranet	☐
▪	Internet or online	☐
▪	Any other services _____

34.	If your library provides electronic conferencing services, please tick mark the type of service(s) provided.

▪	Audio and video	☐
▪	Telephone	☐
▪	Both	☐
▪	Any other services _____

35.	If your library provides e-publishing services like

▪	Library news bulletin
▪	Library new letters	☐
▪	Any other	_____

36.	Does the library provides any support services, please tick mark the type of assistance in accessing electronic resources.

▪	User orientation/education	☐
▪	User Training	☐
▪	Staff Training	☐
▪	Any other means _____

37.	Has your library initiated digitization process?	Yes	☐	No.	☐

(If yes, please specify the type of documents, software and format for digitizing documents)

38.	Please provide the infrastructure facilities available in the library.

▪	No. of Computers	___
▪	No. of Scanners	___
▪	No. of Barcode ___
▪	No. of Printers	___
▪	No. of Photocopiers	___
▪	No. of Fax Machines	___
▪	No. of Telephones	___
▪	No. of Projectors	___

9

41.   Future initiatives   -

_____

Date: Signature of the Librarian

N.B. The Librarian is requested to place any other information pertaining to the Library in a separate sheet.
====

Collection development and Services of College Libraries in Aizawl

Dear Sir/ Madam,

I am pursuing my research for M.Phil. in Library and Information Science in Mizoram University on the above topic under the guidance of **Dr. R N Mishra,** Associate Proffesor of the Department. You are kindly requested to fill-up the questionnaire for the purpose. The information given by you will be kept strictly confidential and will be used exclusively for the research purpose.

Thanking you,   Sincerely yours,

(C.M Thangi chhakchhuak)

The respondent is requested to put (✓) mark in the space provided in each question or provide information wherever necessary.

1. Name & Designation of the respondent: _____

    with e-mail address   _____
                                                                     _____

2. Category to which you belong :   (a) Research Scholar ☐   (b) JRF/SRF ☐
                                                            (c) Faculty   ☐   (d) Student ☐

3. Name of the Department: _____

4. Area of your Research: _____

5. Do you visit the library?   Yes   ☐   No   ☐

    If yes, whether you visit the Library   Regularly   ☐   Ocasionally   ☐

6. Purpose of visits the library: Writing /reading abook ☐   lending/return a book ☐

                                                  To update knowledge ☐   Starting a project   ☐

                                                  To browse Internet ☐   others (please specify) ☐

7. Type of information you need?   Current ☐   Retrospective ☐

                                                          Others (please specify) _____

8. Do you have a Department Library?   Yes ☐   No ☐

9. Do you access the library from the Dept.   Yes ☐   No ☐

10. Type of documents you search

Text book ☐　　　Periodicals ☐　　　Reference ☐

Conference/Seminar Proceedings ☐　　Patents ☐　　Standards ☐

Reviews ☐　　News letters ☐　　Index ☐　　Abstracts ☐

Bibliographies ☐

Any other (please specify) _____

11.　　Do you access Internet?　　Yes ☐　　　　No ☐

If yes, the reason for access Internet

e-book ☐　　　e-journal ☐　　　e-patent ☐　　　e-reports ☐

e-proceedings ☐　　e-databases ☐　　any other (pease specify) ☐

_____

12.　　Does the library provide any special services?　　Yes ☐　　　　No ☐

If yes, please specify

_____

_____

13.　　Does the library provide the required document/ information?　Yes ☐　　No ☐

14.　　Are you satisfied by the library services?　　　　　　Yes ☐　　No ☐

15.　　How do you rate your satisfaction?　　Excellent ☐　　　　Good ☐

　　　　　　　　　　　　　　　　　　　　Moderate ☐　　No comment ☐

.16.　　Is the library automated?　　　　Yes ☐　　No ☐

If yes, the level of library automation:

Fully ☐　　　Partially ☐　　On the process ☐

18.	Any other information you would like to contribute:

_____

_____

_____

_____

_____

_____

_____

_____

19.	Any suggestion you would like to share for development of the Library?

_____

_____

_____

_____

_____

_____

_____

_____

Date	Signature

N.B. You are kindly requested to use separate sheet wherever applicable, and also kindly requested to give your filled-up questionnaire to the Librarian.

ABSTRACT

ON

COLLECTION DEVELOPMENT AND SERVICES OF

COLLEGE LIBRARIES IN AIZAWL

A dissertation submitted in partial fulfillment of the requirement for the Degree of Master of Philosophy in Library and Information Science

Submitted by

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M Phil. Scholar

(Regd. No. : MZU/M.Phil./211 of 22.05.2015)

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2015

1.   Introduction

Education plays the most important thing for development of society in nation, Mizoram is a very young state in India and education is started functioning late than other states but it is one of the best progressive states regarding establishment of Schools, Colleges, University. The Academic library plays a vital role in supporting the academic activities of the college or institution by promoting and maintaining the library and information services. The Academic library offers a broad range of services from reference to electronic information services to the users. Academic Library is the most and important part of a college, Library and its services of the institution play an integral part for enhancing the quality of academic and it also called as the hearts of modern institution of higher education. However, Most of the institution in Mizoram faces many problem for achieving its library services and objectives.

The College Library has to be made the intellectual hub of the institution serving equally both the students and teacher in India and about 90% of the students in higher education pursue studies in colleges. In Mizoram, the State Government does not provide separate fund for collection development and development grants for College Library. Since there is no separate fund allocated for library development, for collecting documents or developing library, most of the library getting money from student library fees which is collected at the beginning of the years, so, College libraries in Mizoram are lagging development behind in comparison with the other states of the country. All of the College libraries are not the same regarding the size of collection, number of users, services, IT infrastructures and availability of funds. There are altogether 28 degree Colleges which are affiliated under Mizoram University, the only Central University. There are altogether 28 (Twenty-eight) Degree Colleges affiliated to Mizoram University, the only central university in Mizoram, which are shown Under Table-1

Table -1.   List of Constituent/Affiliated Colleges of Mizoram University

Sl.No	Name of College	Place	Year of Estt.	Status	Courses offered	Prof. Staff (s)
1	Pachhunga University College (PUC)	Aizawl	1958	Constituent College of Mizoram University	B.A, B.Sc., B.Com	3
2	Lunglei Govt. College (LGC)	Lunglei	1964	Government	B.A., B.Sc.	1
3	Govt. Champhai College (GCC)	Champhai	1971	Government	BA, B.Sc	1
4	Govt. Serchhip	Serchhip	1973	Government	BA, BSc, BCA	2

	College (GSC)					
5	College of Teachers' Education (CTE)	Aizawl	1975	Government	BEd	1
6	Govt. Aizawl College, (GAC)	Aizawl	1975	Government, B+	BA, B.Com	1
7	Govt. Kolasib College (GKC)	Kolasib	1978	Government	BA,B.Sc	1
8	Govt. Saiha College (GSC)	Saiha	1978	Government	BA, B.Sc	1
9	Hnahthial College, (HC)	Hnahthial	1979	Government	BA	1
10	Aizawl North College, (ANC)	Aizawl	1980	Government	BA	2
11	Govt Hrangbana College (GHC)	Aizawl	1980	Government B++	BA, BCom	2
12	Govt. Zirtiri Residential Science College (GZRSC)	Aizawl	1980	Government	BSc, BCA	1
13	Lawngtlai College, (LC)	Lawngtlai	1980	Government	BA	1
14	J.Buana College (JBC)	Lunglei	1983	Government	BA	1
15	Mamit College, (MC)	Mamit	1983	Government	BA	2
16	Mizoram Law College (MLC)	Aizawl	1983	Deficit	LL.B	2
17	Govt. Saitual College (GSC)	Saitual	1984	Government	BA	1
18	Khawzawl College, (KZC)	Khawzawl	1985	Government	BA	Nil
19	Zawlnuam College, (ZC)	Zawlnuam	1986	Government	BA	1
20	Aizawl West College, (AWC)	Aizawl	1990	Government	BA	2
21	J.Thankima College, (JTC)	Aizawl	1992	Government	BA	1
22	Johnson College, (JC)	Aizawl	1992	Government	BA	1
23	Kamlanagar College (KNC)	Chawngte	1992	Government	BA	1-

24	T.Romana College (TRC)	Aizawl	1992	Government	BA	1
25	Regional Institute of Paramedical and Nursing Science (RIPANS)	Aizawl	1996	Government	B.Sc. (Nursing), B.Pharm, B.Sc. etc	4
26	National Institute of Electronics and Information Technology (NIELIT)	Aizawl	2000	Government	BCA, MCA	1
27	Mizoram College of Nursing (MCN)	Aizawl	2005	Government	B.Sc (Nursing)	1
28	Higher and Technical Institute of Mizoram (HATIM)	Lunglei	2008	Christian-Residential	BCA, BSW, B.Com, BA, Eco, Hist., Philosophy	2

(Source: Annual Report, Mizoram University, 2012-2013)

While briefing, the type of colleges duly affiliated by the Mizoram University are follows.

1.   General Colleges   -   22
2.   College of Education   -   01
3.   Paramedical/Nursing College-   02
4   Science College   -   01
5.   Technical College   -   01
6.   Law College   -   01

1.2   Statement of the Problem

Problems are inhabitable and the libraries under study are also not excluded. All the college libraries under the study also encounter with problems as discussed below. In view of this, the problems lies with the present study are that,

☞   In spite of sporadic steps initiated for inducting more professional qualified men power including supporting staffs, the libraries are not supported with professional manpower leading thereby, a serious threat in processing of information in the library and providing services to the patrons.

☞   Despite all efforts, inadequate finance barricaded the library development with regard to collection (resource) development, teaching aids, infrastructure etc.

☞ Notwithstanding, unavailability of adequate technical processing tools like schedules and codes created impediments in organization of knowledge.

1.3 Objective of the Study

The objectives of the study are to,

1. Examine the Collection (Resource) Development of the college libraries under study.
2. Ascertain the type of library services provided by the college libraries.
3. Assess the use of library resources among the patrons of the college libraries.
4. Determine the current practices followed in selection of resources in the college libraries under study.
5. Suggest mechanism for improvement for a sustainable collection (resource) development and better services in the libraries.

1.4 Significance and Scope of the Study

Libraries in general are the source centre for expansion of knowledge, innovations, research and development. The academic libraries in general and college libraries in particular play a crucial role in providing useful resources to its patrons to promote learning and research. Further, libraries attached to the colleges enhance the knowledge to a wider community of students, research scholars and the faculties compared to specific group of colleges. Significance of the present studies lies with the fact that, all the college libraries taken under the purview of study provide need based resources and the libraries in spite of inadequate ICT infrastructures and professional manpower impart services to the users. The libraries further expose the readers the use of e-resources. The colleges also take the initiatives in providing the e-resources through National Library and Information Services Infrastructure for Scholarly Content (N-LIST) from INFLIBNET.

The scope of the present study is limited to all 10 (Ten) college libraries in Aizawl i.e, (1) Pachunga University College, (2) Government Aizawl College, (3) Government T. Romana College, (4) Government. Johnson College, (5) Government Hrangbana College, (6) Government Aizawl West College, (7) Government Aizawl North College, and (8) Government J. Thankima College (9) Zirtiri College and (10) Mizoram Law College and all the colleges are affiliated to Mizoram University. The present research work is focused to the assessment of library collection and services provided by the library attached to the colleges. This adds an important reference work of great values for the librarians and the students especially in a college level.

1.5 Methodology

The scholar adopted the following methodologies for the data collection in the present study for analysis and interpretation to derive appropriate findings, suggestions and conclusion.

☞ **Questionnaire Method**

The scholar designed two structured questionnaires out of which one was meant for the users comprising the students and faculties with relevant questions relating to the present study. The

scholar distributed the questionnaire to 300 users comprising 250 students and 50 faculties of all 10 colleges under study. Further, another set of questionnaire was distributed to librarian of all 10 colleges covered under study. Out of 300 questionnaires, the distribution rate to the students and faculties are 250 and 50 respectively. Out of 250 students, 220 responded to the questionnaire which forms 73% and out of 50 faculties, 45 responded that form 90% and thus, the total population for the present study comes to 265 excluding 10 college librarians. Thus, out of total 300 users, 265 responded the questionnaire that form 88% response rate. The other structured questionnaire was distributed to the librarians/librarian-in-charge of all 10 colleges to obtain information on various aspects of the library like, collection, principle, services, infrastructures etc. The scholar received all 10 questionnaires from the librarians of the colleges that come to 100% response. The data from the filled-in questionnaires were tabulated and supplemented with suitable graphical presentation wherever necessary for analysis and draw conclusion. Moreover, the questionnaire also revealed the deficiencies of the respective library which facilitated the researcher to submit some valuable suggestions to improve upon the collections and services.

☞ **Interview Method:**

The scholar also made an on the spot personal visit to the respective library and interacted with the users and the librarian as well to get abreast with the prevailing situation in the college libraries which helped the scholar to deduce inferences.

1.6 Review of Literature

Good length of literature are available in the field of college library development, Collection development, Information services, staffing pattern, human resource development, college library management, etc. both in printed and electronic form. The scholar has made an extensive study of the existing literature available in the form of journals etc including electronic resources.

1.7 Hypotheses

Hypothesis is a presupposition to the proposal made by the researcher at the beginning of the research which, however, requires to be tested. Hypothesis also guides the researcher to choose the direction of research. Taking into consideration the above factors the researcher has framed four following hypotheses for the present study which were verified from the inferences drawn out of analysis of data**.**

- ⌘ The College libraries in Mizoram under study are facing inadequate infrastructure and financial problems.

- ⌘ The College libraries have inadequate number of staffs both technical and non-technical which resulted disruption in library services

- ⌘ The College Libraries under the study have insufficient number of collections due to the inadequate budget allocation for the libraries.

- ⌘ .The users' communities need the services of journals, periodicals and new edition of books etc

1.8. Chapterization:

The present study has been divided in to six chapters. Chapter 1 of the study is discussed on Introduction, Library and its' importance, Significance and Scope of the study, Statement of the Problem, Research Design including the Objectives and Methodology, Review of literature for the research work.

Chapter 2 explains about an Overview of the college libraries scenario in Mizoram and value of education, aims of education, function of education, higher education in India, recommendation of National policy on education-1986 and objective of higher education, Growth and development of higher education in India, beginnings of modern higher education, Development after Independence of higher education, Present status of Universities and Colleges in India, College library and its services the importance of library, College library scenario in Mizoram, Objective of a College Library, Library Fund, Administrative set up and library staff, Collection development, Book selection and acquisition, Organization of materials, classification, Library Catalogue, Accessibility, Maintenance, Library Users, Library Services, Library automation and networking environment in Mizoram.

Chapter 3 of the study illustrates about Collection Development Policy and their Assessment Technique, Collection Development in Academic Libraries, Measurement of Collection Evaluation etc.

Chapter-4, is discussed on Information Sources and Services including detailed account resources i.e Books, Back volumes, Reference tools, Conference proceedings, Periodicals (India/ foreign) etc which are available in the Library.

Chapter- 5 of the study is illustrated about the analysis of data supported with tables, graphs to make the study clear. The filled-in questionnaires obtained from the librarians of all the 10

college libraries under study including the responses of the faculties, students of various college libraries were analyzed

Chapter 6 spells out about the suggestions from the librarians, faculties and students to improve the services of the libraries including research findings and finally discusses about conclusion Analysis with respect to the data for Human Resources having out of 10 college libraries, there are 81 men power including contractual staff with non-professional staffs inducted in the libraries. Out of 81 personnel, 39 staffs (48%) are from Pachhunga University College which is the highest in number, Govt. Zirtiri Residential science College and Govt. Aizawl West College has the lowest number of library staff i.e 2 each (2% each).

Analysing the collection of resources of all the colleges under study, it could be ascertained that, Govt. Aizawl College has the highest collections of 36375 (30%), followed by Pachhunga Universiy College 26097 numbers (22%) and Govt. Zirtiri Residential Science College 11067 (9%). It is due to the fact that the above three libraries has got the highest budget allocation while analysing the data with regard to collection of journals in the libraries under study it could be ascertained that, Govt. Hrangbana College library procures 30 number of journals out of a total number of 169 journals being subscribed by all 10 college libraries and thus, constitute 18% in total and ranks at the top followed by 27 number of journals procured by Govt. Aizawl West College library (16%) and Govt. Zirtiri Residential Science College library 24 number of journals (15%) and ranks at second and third respectively.

While Analysing the data relating to collection of Theses and Dissertation and Conference Proceedings, there are altogether 62 number of Theses/Dissertations which are possessed only by three college libraries. Govt. J. Thankima College is having maximum 40 number of Theses/Dissertations which constitute 65% followed by 17 Theses/Dissertations (27%) by Govt. Hrangbana College and 5 Dissertations (8.06%) are possessed by Govt. Aizawl College. However, 7 college libraries do not possess any Thesis/Dissertation mainly due to poor budget. Likewise, while analysing the data for conference proceedings placed in the same table it was revealed that Govt. T. Romana College library is having 60 numbers (90%) out of a total number of 67 Conference Proceedings collected by three college libraries and it is followed by Govt. Aizawl College which is having 5 numbers (7%) and Govt. J. Thankima College 2 numbers (3%) respectively. The Scholar found that major college libraries do not have sufficient strength of the collection with regard to Thesis/Dissertation and Conference Proceedings.

Analysing the data relating to Year wise Collection of Book procuring by all 10 college libraries covered under study, Govt. Aizawl College has the highest collection of books constituting 29057 (38%) followed by Pachhunga University College which is having 21783 (297%) and Govt. Hrangbana College, 4800 (6%) and thus, constitute first, second and third position respectively. It also shows that, Govt. Aizawl North College is having the lowest collection of

books i.e, 984 (1%) out of total number of 75959 collections. It further reflects that, most of the Colleges do not have sufficient number of collections which may be due to the inadequate budget allocation for the libraries.

After analyzing the data relating to the time taken for processing of documents of all 10 College Libraries reveals that, 7 college libraries i.e, Govt. Aizawl College, Govt. Hrangbana College, Govt. Johnson College, Govt. Aizawl West College, Govt. Aizawl North College, Govt.J.Thankima College, Mizoram Law College consume one week each to process the documents, while 3 college libraries such as Govt. Zirtiri Residential Science College, Govt. T. Romana College and Pachhunga University College take two weeks time due to lack of professional staff in the library for which the users face difficulties for retrieving the documents. Technical Processing of Library material were analyse, which reveals that two college libraries adopt 19th edition of Dewey Decimal Classification, while eight college libraries adopt 21st edition of Dewey Decimal Classification. It reveals that, the library is taking proper care to classify the documents. All of the college libraries maintain catalogue. However, out of those 10 college libraries 5 college libraries prepare card catalogue while 1 college libraries maintain the catalogue through the ledger systems.

The Scholar obtained the data with regard to Library automation status either completely and or partially. Analysis shows that seven (7) (70%) college libraries have started automation process; partially they have made automated some of the sections in library. Three Colleges has been fully automated. Majority of the Colleges have been automated partially, this is due to the fact that limited budgetary provision in the college libraries and lack of adequate technical and computer literate staffs in the college libraries and all of the college libraries use the SOUL software developed by INFLIBNET. It is a very welcoming step towards automation of the college libraries. However, few libraries are as of now are imparting services in an automated environment as some sections have been automated.

The scholar tried to ascertain the types of information needs both from faculties and students and the data obtained from all the college libraries under study. While analyzing it could be ascertained that, 13 (29%) out of 45 faculties require current information while, 110(50%) students out of 220 opined for current information requirement. 20(44%) faculties however, has given the opinion to go in favor with retrospect information needs as against 90(41%) students out of 220. It is interacting to note that 12(46%) faculties out of 45 and 20(9%) students out of 220 have explained the needs of both current and retrospect information. This shows that the students are quite concerned to get the current information for new knowledge and other academic works.

The scholar obtained data relating to satisfaction level among the faculties and students with regard to library services. The scholar split the questions in four different categories such as

excellent, good, moderate and no-comment and the data relating to this opined by the faculties and students. It could be ascertained that 2(4%) faculties along with 40(28.57%) students out of 50 and 140 respectively express the library services as moderate. But it is surprising to note that, 36(74%) students as against 84(60%) faculties have opined the library services has good. It could be further noted that, only 5(3.57%) students along with 8 (1%) faculties viewed the library services as an excellent. While deriving the standard deviation it could be found that, there is a negative i.e, -2.12132 for 'excellent' component while it is positive i.e, 33.94113 for 'good' and further positive for 'moderate' component which comes to 26.87006. Hence, it could be inferred that, comparatively the satisfaction rate is good.

Findings:

Education plays the most important thing for development of society in nation, Mizoram is a very young state in India and education is started functioning late than other states but it is one of the best progressive states regarding establishment of Schools, Colleges, University This is evident from the data duly analyzed from all 10 colleges covered under study. The scholar after obtaining the data relevant to the questions through the structured questionnaire from the librarians, faculties and students of all 10 college libraries under studies analyzed and verified the following major findings.

☞ 310 questionnaires were circulated, out of which, 300 were distributed among 250 students and 50 faculties and 10 questionnaires to the Librarian of all the 10 colleges under study. Out of 250 students, 220 responded to the questionnaire which forms 73% and out of 50 faculties, 45 were received that form 90%. Further, 10 questionnaires distributed to the college librarians responded in total that constitute 100%. Out of total number of 300 users, 265 responded the questionnaire that form 88% response rate. Thus, it is a good response rate.

☞ Out of 10 college libraries, there are 81 men power including contractual staff with non-professional staffs inducted in the libraries. Out of 81 personnel, 39 staffs (48%) are from Pachhunga University college which is the highest in number followed by 7 (9%) in two colleges i.e Govt, Hrangbana College and Govt. Aizawl North College and 6 (7%) in other two Colleges i.e Govt. J. Thankima College and Govt. Mizoram Law College. It could be found that, Govt. Zirtiri Residential science College and Govt. Aizawl West College has the lowest number of library staff i.e 2 each (2% each). The above table revealed that most of the colleges have inadequate number of staffs both technical and non-technical which resulted disruption in library services.

☞   With regard to the collection of resources of all the colleges under study it could be found that, GAC has the highest collections of 36375 (30%) followed by PUC 26097 numbers (22%) and ZRTC 11067 (9%). It is due to the fact that the above three libraries has got the highest budget allocation. However, other colleges do not have sufficient budget for purchasing adequate books for their library resulting thereby procurement of less number of books in the library. Mention may be made that, the libraries need to develop the library collections on the basis of budget allocation. Likewise, while analysing the data with regard to collection of journals in the libraries under study it could be found that, GHBC library procures 30 number of journals out of a total number of 169 journals being subscribed by all 10 college libraries and thus, constitute 18% in total and ranks at the top followed by 27 number of journals procured by GAWC library (16%) and GZRSC library 24 number of journals (15%) and ranks at second and third respectively. It could be found from the above analysis that, the libraries are giving less importance to journals compared to books which also affects the teaching and research in the college libraries.

☞   Theses/Dissertations which are possessed only by three college libraries., GJKC is having maximum 40 number of Theses/Dissertations which constitute 65% followed by 17 Theses/Dissertations (27%) by GHBC and 5 Dissertations (8.06%) are possessed by GAC. However, 7 college libraries do not possess any Thesis/Dissertation mainly due to poor budget. It is surprising to note that, PUC is having neither Theses/Dissertations nor the conference proceedings. Likewise, while analysing the data for conference proceedings placed in the same table it was revealed that GTRC library is having 60 numbers (90%) out of a total number of 67 Conference Proceedings collected by three college libraries and it is followed by GAC which is having 5 numbers (7%) and GKC 2 numbers (3%) respectively. The table shows that major college libraries do not have sufficient strength of the collection with regard to Thesis/Dissertation and Conference Proceedings.

☞   Books procured by all 10 college libraries covered under study, GAC has the highest collection of books constituting 29057 (38%) followed by PUC which is having 21783 (297%) and GHBC, 4800 (6%) and thus, constitute first, second and third position respectively. It also shows that, GANC is having the lowest collection of books i.e, 984 (1%) out of total number of 75959 collections. It further reflects that, most of the colleges do not have sufficient number of collections which may be due to the inadequate budget allocation for the libraries.

☞   Time taken for processing of documents placed in the above table 11 it could found that, 7 college libraries i.e, GAC, GHBC, GJC, GAWC, GANC, GJKC, MLC consume one week each to process the documents, while 3 college libraries such as GZRTC, GTRC and PUC take

two weeks time due to lack of professional staff in the library for which the users face difficulties for retrieving the documents. It is surprising to note that, college libraries of PUC, GTRC in spite of having more staffs take longer time to process the documents compared to others.

☞ 2 college libraries adopt 19th edition of Dewey Decimal Classification, while eight college libraries adopt 21st edition of Dewey Decimal Classification. It reveals that, the library is taking proper care to classify the documents.

☞ All the college libraries maintain catalogue. However, out of those 10 college libraries 5 college libraries prepare card catalogue while 1 college libraries maintain the catalogue through the ledger systems.

☞ 6 (60%) librarians provide library services to the readers though traditional way followed by 3(30%) who opt delivering the services through both electronic and traditional method. However, 1 College librarian did not make any opinion about the method chosen to provide the reader services. This shows that, the librarian still prefer to deliver services to the users most preferable through the traditional way. This may be due to lack of adequate infrastructures, manpower, computer literacy and finance etc.

☞ 7 (70%) college libraries have started automation process, partially they have made automated some of the sections in library. Three Colleges has been fully automated. Majority of the Colleges have been automated partially, this is due to the fact that limited budgetary provision in the college libraries and lack of adequate technical and computer literate staffs in the college libraries.

☞ All the college libraries use the SOUL software developed by INFLIBNET. It is a very welcoming step towards automation of the college libraries. However, few libraries are as of now are imparting services in an automated environment as some sections have been automated. This is a preliminary step which in any way gives boosting to other college libraries to start with this noble effort

☞ 8(80%) college libraries out of 10 have internet connection leaving behind 2 (20%) who do not have internet. Further, out of 8, while 4(50%) college libraries use leased-line based

connection, 3(38%) college library has broad band connection. Other 2(20%) college libraries do not posses internet connection due to the lack of infrastructures, and inadequate fund.

☞   30 (67%) number of faculties out of 50 in total visit library occasionally and 70(32%) students out of 220 Further, it could be seen 15 (33%) numbers of faculties visit the library regularly as against 150 (68%) number of students out of 220. It further shows that the students visit the library regularly because of their assignments, browsing internet, and issue and return of the books etc. and the faculties visit the library because of their starting project and lending a book etc. Further, while deriving standard deviation for regular visit and occasional visit to the libraries it could be visualized that, while former i.e, the regular visitor comes to 95.45942 and the later i.e, occasional visitors 28.28427. This, otherwise, means that the users feel the importance of library.

☞   13 (29%) out of 45 faculties require current information while, 110(50%) students out of 220 opined for current information requirement. 20(44%) faculties however, has given the opinion to go in favor with retrospect information needs as against 90(41%) students out of 220. It is interacting to note that 12(46%) faculties out of 45 and 20(9%) students out of 220 have explained the needs of both current and retrospect information. This shows that the students are quite concerned to get the current information for new knowledge and other academic works.

☞   The faculties and the students as well have given their option for their document needs for more than one item as listed in the table. Hence, the 'n' value is 280 instead of 265. However, as out of 220 students, 4 students did not opine, the calculation was from 216. The scholar has split the table under 12 broad categories. The analysis to the table further revealed that the major number of faculties .i.e, 15(30%) out of 50 and 120 (86%) students out of 140 in total have given their opinion for text books, periodicals etc. While much emphasis has been given by both faculties and students for the requirement of text books, less emphasis has been given by both faculties and students on periodicals. Further, the importance for reference books both by faculties and students have been given which counts 13(26%) and 15(11%) out of 50 and 140 respectively. In tune of the document needs emphasis has also been given for newsletter, reviews, bibliography, etc. by both faculties and students. The table shows that the levels of interest of both faculties and students in the colleges who are more interest to use book as most of the libraries do not sufficient periodicals. It is surprising to note that none of the users neither faculties nor students prefer for consultation of patent and standards.

☞   43(96%) faculties out of 45 would like to access Internet for various academic progress, programs, research and development as against 185(84%) students out of 220 students. Further

2(14%) faculties out of a total number of 45 do not prefer to access Internet as against a 35 (16%) students.. This is perhaps due to the fact that though most of the libraries are linked with Internet, it is confined either to the libraries, library staffs and faculty members. The students hardly get any chance to access Internet may be due to the engagement of the systems. Again, the Internet connectivity and bandwidth in college library under study in an absolute problem and as most of the colleges are having only one system and hence, it is difficult for both for the student and faculties to access Internet.

☞ The faculties as well as the students use to browse many types of e-resources such as e-book, e-journal, e-patent, .etc simultaneously. However, browsing for e-journals compared to e-book and others are more. It could be found that, 163 (60%) faculties and students prefer to browse e-journals followed by browsing of e-books by 73 (27%). The e-reports one of the types is being browsed by 4(2%) and 31 (11%) browse Internet for other purposes. The faculties along with students preferred to browse e-books which are text oriented. E-journals are browsed mostly by the students and faculties as well to keep abreast with the latest development in their respective subject and other academic purposes With regard to other information needs, emphasis should be given for e-reports, databases by the faculties and they require providing the students about other search techniques of web resources on Internet.

☞ 41(91%) faculties out of 45 are satisfied with the services provided by the irrespective library as against 200(91%) students out of 220 students who are also satisfied. This is due to fact that, the college library are more inclined to develop their collections through of the books prescribed in the syllabus which, however, include both text and reference books. Further 4(9%) faculties out of 45 followed by 20 (9%) students are not satisfied with the services made available by the library. This is perhaps due to the fact that most of the libraries are poor in collection strength and are unable to add new edition of books, journals and other information tools due to limited budget.

☞ 36(80%) faculties along with 164(75%) students out of 45 and 220 respectively expressed the library services good followed by moderate expressed by 8 (18%) by faculties and 40 (18%) students. Excellent option by both faculties and students are less. While deriving the standard deviation it could be found that, there is 90.50967 for good followed by 27.57716 for moderate and 2.828427 for excellent. Hence, it could be inferred that, comparatively the satisfaction rate is good.

The present work is concluded with Chapter-6 which includes suggestions received from the librarians, faculties and students to improve the services of the libraries. Further, the chapter focuses about the conclusions derived out of the findings from analysis. Apart from unfolding bibliography at the end of each chapter, a comprehensive bibliography at the end of study has been placed with. The final and the 6th chapter include suggestions and conclusion.

Suggestions:

After going through the questionnaire, interview and observation the Scholar finds it necessary to make some of the following suggestion's make the library a viable platform for the users along with the optimum utilization of the library resources and for all round development of the library

❖ Appointment of more library staffs is required for effective services in the library

❖ Library should need to developing its collection regarding teaching curriculum, research project and carrier guide will be helpful to student

❖ The college library should make efforts to attract the users to library and convert them into regular visitor/users.

❖ Library should subscribe more journals published by national and international publication for the users

❖ The College library staff should aware of the importance and advantage of library use so as to provide effective and efficient services

❖ Internet facility should be provided to the library user, so that user can access their required information easily

❖ There should be proper budget for the library, finance is the main source of collection. So, it is especially very important for the library

❖ The library should be extended to provide a spacious and comfortable reading accommodation. It should have well equipped furniture as well

❖ The Library requires more space and will be better to have separate building and fully computerized. There should be sufficient light inside the library and separate reading area for better concentration

❖ Library should organized library orientation programmed in every year on a regular basis.

❖ From the respondent's opinion, it clearly revealed that the library needs to purchase sufficient number of documents including books, journals, references etc.

❖ Qualified professional staff with technical knowledge should be recruited for effective functioning of library services.

❖ Organisation of Workshop, Seminar, Lectures, Audio-visual Programs is essential for the library professionals to promote library services effectively.

❖ Each and every college library should follow collection development policy of the Government. Collection development policy may emphasize on information need of the users.

❖ Each and every college library requires to be the member of UGC-Infonet Digital Library Consortium

- ❖ Separate reading room for teachers should be available in a library. Collections and facilities should also be organized systematically to meet their information needs.
- ❖ Each department of the college should have an online access to the library.
- ❖ Reprographic service should be made available to the library for smooth services especially for the collection of reference materials.

Information plays a vital role in improving education standards and research efforts. Information also plays a key role in decision making in industry and government. A well equipped library is the foundation of modern educational structure. As a library and information services of college library play a central role in enhancing the quality of academic and research environment, college library are expected to play a dynamic role in enhancing the quality of academic pursuits and achievement.

Human resources in 10 libraries are not good, the scholar analyzed that all together there are 81 personnel are working in Ten College Libraries. Pachhunga University College has got the highest library staff i.e 39 and Govt. Aizawl West College and Govt. Zirtiri Residential Science Colleges has the lowest staff i.e 2 personnel are work there, in overall colleges, all of them need staff recruitment for effective library services. The collection development signifies the strength of a college library especially with regard to the books, reference books etc. To build up a good collection in all the libraries, they need sufficient budget for purchasing library documents and library infrastructure. Journal procurement compared to books should be given more emphasis so as to provide current information to the users but In majority of the Colleges do not have sufficient fund allocation, all the libraries do not have enough journals subscription. All of the libraries do not have allocated separate budget for journal subscription. Moreover, the cost of the Journals is higher than that of books and hardly expenditure with regard to Journal subscription are approved by the management and Government. Although, most of the colleges have introduced library automation and technological services provided to the users, some of the libraries are still in the process and persuading the Government for sanction of more funds to developed ICT infrastructures to adopt automation in the library services. Further the college libraries that have already started automation process have chosen SOUL software developed by INFLIBNET.

Library service for users is one of the essential components to achieve the objectives of the library. The libraries are considered as a source of knowledge centers where the users are expected to obtain information as per their needs. Satisfaction of users depends upon the quality, and clarity of library services provided to them. It is a performance indicator of library. The library service primarily depends upon the technical manpower, infrastructure, and resources of the library. The study revealed that the users comprising both faculties and students of the colleges are satisfied with the services provided by the libraries. It is due to fact that the most of the college libraries have developed their collection development with regard to the books prescribe in the syllabus which however, includes both text and reference books. It is a demand in the present changing scenario that the libraries requires to provide proper an effective services

electronically which can be gear up with the prevalence of computers and communication technologies. This however, requires a change of attitude among the library professionals and also the authorities including the Government. Proper infrastructures require to be developed in the college library services for a fruitful result in the academic scenario especially for promoting research and development.