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COLLECTION DEVELOPMENT POLICY FOR MANAGEMENT INSTITUTE LIBRARIES IN THE CHANGING ERA

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Abstract: Due to the emergence of various Electronic and online resources revolutionary changes have taken place in the library scenario. These resources have changed the principles of selection. In this present era selection of the requisite resources is a challenging task for the librarian and this is a very crucial issue. There is a need to develop a need based collection consisting on topics related to specific subject, general subjects and also variety of information sources available in print and online which will cater to the needs of the users. The concept of collection development is to build library collections in such a manner which will serve the various needs of the library users. The present paper explains the collection development policies and provides an outline for collection development policy for management institute libraries in respect to the changing electronic era. Due to the changing ICT applications the collection development policy has been shifted from printed formats to digital forms.

Keywords: Management Institutes, Libraries, Collection Development, Ict, Collection Management.

1.1 INTRODUCTION:

Library is the heart of any academic institution which plays an important role in teaching and learning process. Library plays a pivotal role in providing library and information services to the users to satisfy their information demands. In the present ICT era the librarians have to face a lot of challenges to tackle the ever increasing user demands and growth of information also termed as information explosion available through a variety of delivery channels. The management students use the library services for their daily assignments, projects, seminars, case presentations, tutorials etc. This has increased the role of library and the responsibility of the librarians.

The transformation of library from traditional to modern set-up has encouraged the librarians to develop new policies and issue new guidelines for building a good collection. This also helps in managing the printed as well as the electronic resources available in the library. The emerging technologies like multimedia, new publishing trends and growth of internet have resulted in the generation of huge amount of information on the internet. The present paper discusses the various issues relating to collection development of printed and electronic resources in the management institute libraries.

1.2 COLLECTION DEVELOPMENT DEFINITIONS:

The collection development can be defined as a planned purchase of various required materials in formats required by the users from the available physical resources and also considering the resource sharing opportunities. The information explosion along with escalating costs and tight budget make it necessary for the librarians to consider the various sources including subscription to databases. To

develop a good library collection and framing a requisite collection development policy there is a need to conduct user studies also termed as information seeking behavior studies which help in identifying the collection needs, planning of the available and required resources, proper maintenance of collection and budgeting.

As cited by Johnson P. and defined by Gabriel, M. (1995), Collection development is a term representing the process of systematically building library collections to serve study, teaching, research, recreational and other needs of library users. The process includes selection and deselection of current and retrospective materials, planning of coherent strategies for continuing acquisition and evaluation of collection to ascertain how well they serve user needs.

Wikipedia defines collection development as, "Library collection development is a process of planning and acquiring a balanced collection of knowledge resources/reading materials of many formats including books, periodicals, online resources and other media"

Online dictionary for library and information science defines collection development as the process of planning and building a useful and balanced collection of library materials after carefully assessing the information needs of the users, analysis of the usage statistics and considering the budget constraints. The collection development includes formulation of selection criteria, planning for resource sharing and replacing the lost or mutilated items.

1.3 COLLECTION DEVELOPMENT POLICIES ADOPTED FOR MANAGEMENT LIBRARIES:

✍ The management institute libraries comprise of books and other printed and non-printed reading materials

along with requisite staff which build up and maintain as well as provide access to the developed collections of the library. The collection development is an ongoing process which needs to be standardized. Hence there is a need to have a well defined collection development policy which acts as a guide for selection of library collections. This collection policy is generally prepared by the Library Advisory Committee

The collection of a management library comprises of syllabus based textbooks, reference books, periodicals and online journals. The old and outdated editions should be weeded from time to time. The collection development policy of management institutes relates to the library's mission statement and co-relates to the mission and vision of the institute. The written collection development policy gives guidance to the staff while selecting the required documents in all the different formats. The libraries of management institutes are in a traditional phase slowly shifting from printed to electronic media (Swain et. al.). These libraries are generally termed as hybrid libraries which are a mix of both the traditional and the electronic resources. The growth of internet has given rise to the development of electronic documents like e-books, e-journals, CD ROMs, Online databases etc. The journals are also in form of consortia like UGC-INFONET, J-STOR, J-GATE, IIM Consortia etc. which can be accessed on basis of ownership or subscription access given to the institutes. The planning of the collection development activity is essential for its proper implementation due to escalating costs and ever increasing user demands. The library funds can be properly utilized by proper planning. The collection development policy of a management institute must cover the following aspects:

- ✍ The library should assure that it will serve the needs of both the present and future community.
- ✍ The policy should set standard guidelines for selection and weeding of materials.
- ✍ The written policy document should serve as a training tool for the new staff.
- ✍ The policy should help to achieve continuity in the collection which will also facilitate flexibility while shifting from one librarian to another.
- ✍ The policy must provide a means of staff self-evaluation by the outsiders.
- ✍ The policy must be efficient while implementing routine decisions.

1.4 COLLECTION DEVELOPMENT PROCESS:

The library materials of management institutes are acquired through purchase by the faculties, approval purchases, purchase orders and donations. The purchases of consortium in form of packages are increasing for electronic resources. The decision for selection of resources is taken by the faculties and the final approval is by the Director of the institute. The staff of library ensures that there is no duplication in purchase of books and also the books are acquired in the cost effective manner. The subscription to new journals (print and online) is also done by the faculties and these are purchased by the library after necessary negotiations and as per the availability of funds. The top priority in collection development process is for purchase of textbooks and requisite copies relevant to the syllabus. The

process of collection development includes:

Acquisitions	Policies	Selection	Weeding
Assessment of user		needs	Evaluation.

Thus, collection development can be termed as a process of systematic building of library collection to serve the teaching and learning community of the institute. The process includes meeting the present and future demands, planning appropriate acquisition strategies, preservation and evaluation of library collections in order to serve the user needs. The collection development covers many library functions right from purchase of new titles to withdrawal of outdated and mutilated editions.

The collection development process for electronic resources covers issues related to organization, procurement, related areas, finance, formats of e-resources, access to e-resources, security of accessing e-resources, retention and licensing.

1.5 ELECTRONIC RESOURCES

The e-resources are termed as information materials available in digital formats. These resources are accessible only with the help of machines. Majority of e-resources are available online and some publishers provide free online access to journals published by them while some provide subscription access. The access to the e-resources is provided through their home-page eg. Cambridge University Press, Harvard Business Review, Springer Verlag, Emerald Publishing, Sage Publications etc.

The different types of e-resources in management institute libraries are online e-journals, CD-ROM e-journals, Networked journals, e-books, electronic reports, clippings, on-line and off-line databases, in-house databases, institutional repositories, web based resources etc.

1.6 SUGGESTIONS AND RECOMMENDATIONS:

In order to develop and manage an appropriate collection of the print and electronic resources in the management institute libraries the following suggestions and recommendations are made:

- ✍ There is a need to develop necessary ICT infrastructure either with the help of internal IT department or through the financial assistance offered by INFLIBNET or other similar funding agencies.
- ✍ The resource sharing is not strong in management libraries in Pune and this can be encouraged on a broad scale to save and share the resources for the benefit of user.
- ✍ There is a need for orientation and user awareness training for the users for efficient use of the available resources.
- ✍ The library professionals should be given ICT training sessions to keep them updated with the new trends.
- ✍ Workshops or seminars may be arranged by the library for encouraging use of subscribed electronic resources.
- ✍ The link to electronic resources may be provided on the library web page to maximize the usage of these resources.

1.7 CONCLUSION

The modern libraries are entering from the traditional era to electronic era. The user expectations are also increasing and the users are becoming more dependent on the electronic resources than the printed ones. The printed resources are used mostly from exam study point of view while for the seminars, presentations, case studies the management students are using the electronic resources. In order to keep in pace with the changing environment the libraries should include these electronic resources while framing the collection development policies. The management of electronic resources is very complex as it caters to various issues like subscription, payment, licensing, IPR issues, preservation etc.

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