



## COLLECTION DEVELOPMENT OF ACADEMIC LIBRARIES

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### **Abstract:**

Commonly collection means the holdings of materials. In library aspects collection means the several types of documents- Books, Periodicals and Serials, Govt. Publications, Academic Thesis & Dissertations, Research Reports, Annual Reviews, Conferencing Proceedings, Pamphlets, Standards & Specification, Patents, Trade Literature, Maps, Atlases, and Globes, Photographs, Illustrations, Painting, Microfilms, Microfiches, Rare Books, Manuscripts, Slides, Audio Cassettes etc. and with the advent of electronic media like computerized databases, Floppies, CD-ROM, DVD, e-journals, e-books, e-thesis, Internet etc. The research paper highlights the need of e-collection for the better function of libraries.

**Keywords:-**e-Collection, traditional collection, E-Resources, e-Collection etc.

### **1) INTRODUCTION:**

Collection management and collection development now often are used synonymously or in tandem, a practice followed in this book. For example, the professional organization within the American Library Association's (ALA) Association for Library Collections and Technical Services that focuses on this topic is called the Collection Management and Development Section. The Reference and User Services Association's section is called the Collection Development and Evaluation Section, more commonly referred to as CODES. The tasks, functions, and responsibilities now understood to be the portfolio of collection development librarians include selection of materials in all formats.

### **2) DEFINITION:-**

Library collection development is the process of meeting the information needs of the people (a service population) in a timely and economical manner using information resources locally held, as well as from other organizations.

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.

A library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material, and may be a physical building or room, or a virtual space, or both. A library's collection can include books,

### 3) TRADITIONAL COLLECTION:-

Building suitable collections for scientific and technical, libraries is a process of prime importance. Many users, when asked to evaluate scientific and technical libraries, will list the strength of the collections high on the major criteria. Science and technology collections are not the easiest ones to develop successfully in view of the complexity of the subjects involved, the large numbers of choice to make because of the sizeable quantity of books and journals from which to select and the difficulty of even knowing about certain gray area publications, such as important but elusive proceedings of meetings, little known government documents, or obscure papers which appeared as technical reports.

### 4) e-Collection

The library environment is currently undergoing a rapid and dynamic rapid revolution on leading to new generation of library collection with an emphasis on e-resources. On one side, there is an increasing demand for good library collection in terms of large amount of data/information and on the other hand, the publishing media is striving hard to support this demand at lightning speed by way of e- publications as well as online access. As a result, a large number of e-resources are published on all subject areas. Therefore, library needs to adopt electronic media for its collection development in a better way to fulfill the requirements of users. With advancement of technology the libraries are moving towards digital resources, which are found to be less expensive and more helpful for easy access.

### 5) TYPES OF COLLECTION :-

#### a. Print Media :-

- i. **Books :** -Textbooks, Reference Books, Rare Books & Thesis
- ii. **Serials:-** Newspapers, Annuals & Memories
- iii. **Government and Inst. Publications:-** Reports ,Committee Reports , Commission & Conference Proceedings etc.

#### b. Non-Print Media :-

- i. **Audio-Visual Material:-**Phone discs, Phonograph, Magnetic tapes/discs, Audio Cassettes, Video tapes, Video cassettes, Video discs & Film Strips
- ii. **E-Resources:-** CD-Rom , DVD-Rom, Floppy, e-journal, e-book , e-database-thesis & on line e- resources
- iii. **Microforms Materials:-** Microfilms, Microfiches ,Micro-opaque, Slides & Transparencies

**iv. Miscellaneous:-** Charts, Pictures, Globes & Model etc.

## **6) COLLECTION DEVELOPMENT IN UNIVERSITY LIBRARIES**

An anticipation of demand is a rule of collection of library materials. Materials acquired by a university library should have some relevance with the parent organization and to the potential need of its users. The main library collections for communication and information services in most of the university libraries are books including society publications, periodicals, standards, patents, reprints, trade literatures, maps, charts, films, slides, microfilms, microfiches, film loops, tapes, etc. Naturally, due emphasis is being given for the procurement of those materials.

At present the growth of scientific and technical literature on a particular field is so enormous that it would be neither possible nor feasible to acquire all the technical and scientific and other literature when limited funds are available. As such, selection of literature is made as per budget allocation is very much required.

## **7) PROCUREMENT SYSTEM :-**

There are many libraries, documentation centers and information centers in India which prefer to procure periodicals directly from the publishers. The system involves four stages:

- a. Requests for proforma invoice from the publishers for particular materials.
- b. Submission of proforma invoices along with completed application form to the State Bank of India for release of foreign exchange.
- c. Remitting the foreign exchange along with order for that material to the publishers in the shape of the bank draft.
- d. Receiving the materials.

### **The advantages of this system are:**

- (1) Uninterrupted receipt of issues;
- (2) Publisher being the prime source, there is practically no chance of over-or under-payment;
- (3) No need for any further proof for the verification of rates; and
- (4) There is less chance for the remitted amount being misappropriated.

### **The system is however, not free from disadvantages, some of them are:**

- (1) Individual correspondence with each publisher at all stages which involves tremendous amount of file work;
- (2) It is difficult to ascertain about the delivery against payment;
- (3) Often when the supply is not received the question of supply or refund takes long correspondence;
- (4) Publishers generally do not take that much interest for the supply of materials to the individual party as they take for the Agents; Perhaps, this may be due to less monetary involvement in case of individual party; and

(5) Standing order is not possible.

#### **8) Electronic Resources :-**

The advancements in information technology, communication technology and information (literature) have changed the information services. The use of CD-ROM database is fast becoming popular in the university libraries. In the 21st century many libraries are likely to use the on-line information retrieval facility for the services.

#### **9) Computerized Databases Development in India :-**

In some information centres, the information services are being rendered by the computerized databases. The example of the National Information Centre of SNDT Women's University, Bombay, NCSI, Bangalore and all the sectoral information centres of NISSAT could be cited. Apart from these, a few libraries/information centres are also rendering the information services through the computerized databases. The computer technology and communication technology have changed the overall structure of the information services. To quote Rajagopalan, "Computer Communication, micrography and audio-visual technologies have made a tremendous impact on the organization and provision of library and information services".

#### **10) Standardization :-**

The users of information services find it difficult to use the information products which are not standardized. The standardization in future will be of beneficial use, if the library/information centers start functioning as a centre of the library/information network. There are different information/library networks being set-up in the country like INFLIBENT etc. If the database is created in the standardized format, it is easy to render the information services.

#### **11) Collection Development Policy :-**

A collection development policy establishes ground rules for planning, budgeting, selecting and acquiring library materials. These documents provide a framework for coordinated collection development programme throughout university libraries. Collection development policies also function as a guide to library resources for faculty, other users and other libraries by describing the scope and nature of the collection. A collection development policy is a written statement of selection principles and criteria, with guidelines on the depth of subject coverage and details such as language, geography and time period:

- (1) Outline the present collection's strengths and weakness.
- (2) Identify the reader community that the collection are aimed at and recognized their needs, which will be met by the policy.
- (3) Make the policy decisions available to all involved in purchasing activities.
- (4) Most importantly the policy should be open to changes and constantly reviewed and updated.

## CONCLUSION:

Collection Building activities are an important and ongoing component of every library. With intranets and web authoring tools, digitizing collection building workflow enables libraries to have an increased level of efficiency and accessibility. To facilitate electronic media to work, knowledge resources have necessarily to be converted from print media to machine –readable data thus paving the way for emergence of e-resources. So e-resources are the replica of the print forms in digitized forms.

The paper intends to find out the actual situation of collection building of e-resources in university libraries. The following things should be considered. How much they are accepting this new technology. How much e-resources they are developing for their user community as well as how extent the users are accepting this new media. The staff of the library how much capable to do this job, what is the level of satisfaction of users community regarding e-resources. Then it will so the crystal clear picture of e-resources in university libraries.

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