

COLLECTION DEVELOPMENT POLICY FOR PROCUREMENT OF BOOKS AT BANGALORE UNIVERSITY LIBRARY

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ABSTRACT:

This study focuses on the importance of collection development policy in Bangalore university library. Collection development refers to the process of building and maintaining the library's collection. The collection development policy establishes the principles for selection, acquisition, evaluation, and maintenance of information resources. This article explained collection development policy of Bangalore university library, functions of acquisition section for purchase of books and problems.

Keywords: Collection development, collection development policy, Bangalore University Library, Acquisition section, Procurement of Books

1. INTRODUCTION

The term "Collection Development" refers to 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, the planning of strategies for continuing acquisition, and evaluation of collections to determine how well they serve user needs.

The Library's primary task is to select, maintain and provide access to relevant and representative information resources. Collection development is an important scientific process of building up a healthy and qualitative collection of books, periodicals and other documents. Collection building should be a continuous process throughout the year. A Library with an efficient collection development policy can build timely and quality collections in support of academic and research activities of the university. According to Dr. A P J Abul Kalam "One best book is equal to hundred good books". According to ALA Glossary of Library and Information Science, a University Library is defined as, a library, or system of libraries established, supported and administered by a university to meet the information needs of its students and faculty and support its instructional, research and service programs. The objectives of University Library are, support the teaching, research and development programmes of the university; serve educationalists through technological means; develop its collection, in all forms, to meet the present and future needs of its users; integrate and organize its collection, operations and

services; take actions for maximum utilization of resources amongst university library by suitable networking using Information and Communication Technology, resource sharing, marketing of information products and services and by providing proactive services. Good friends, but one good friend is equal to a Library"

COLLECTION DEVELOPMENT POLICY:

Collection development policy is created for the developing of library collection in which include Identification, selection, acquisition and evaluation of reading materials called as a Collection Development.

The American Library Association defines collection development policies (CDP) as 'documents which define the scope of a library's existing collections, plan for the continuing development of resources, identify collection strengths, and outline the relationship between selection philosophy and the institution's goals

BANGALORE UNIVERSITY LIBRARY:

The Bangalore University Library came into existence on 1966 with about 58,000 books and several bound volumes of periodicals of the central college Library affiliated to Mysore University.

The Library was shifted to Jnana Bharathi Campus in the year 1975. The present Library Building is built on star modular structure enabling each section to function independently. The collection of books now crossed 3,54,871 and continues to grow at the rate exceeding 5000 to 6000 titles annually.

2. REVIEW OF LITERATURE:

Sridhar (1995). He identified the problems related to document selection, document procurement process, technical reports, microforms; vendor controlled order plans and journal subscription have been mentioned. Discussed about various vendor controlled order plans with their merits and demerits.

Parameswaran (1997) identified that collection development policy and procedure in University libraries. His article discusses centralized and decentralized patterns and also suggests a policy for collection development

and active participation of staff for improving the collection in the library.

Parmer, Hareshkumar N. (2012) he highlights the importance of collection development policy, document acquisition and transaction. He pointed out many problems relating to document selection and document procurement processes. Discusses various types of vendor controlled order plans with their merits and demerits and many others problems.

Rath, Moortimatee Samantaray and Rath, Pravakar. (2014). they discussed the importance of collection development in libraries and highlight the policies, principles, techniques and procedures, problems associated with collection development and weeding out.

3. OBJECTIVES:

The libraries must efforts to provide best books for the largest numbers at the least cost. The work of the library especially the acquisition section of the library should be organized in such a manner that the reading material is acquired without any delay at the minimum cost. In this sense the objective of Acquisition Section are;

- To know the function of acquisition section
- To know the purchase policy of acquisition sections
- To know the collection development of printed books in Bangalore university library
- To develop and provide comprehensive and in depth collection of print resources to support scholarship, excellence in research, teaching and learning.
- To examine the budgetary provisions allotted to the library for collection improvement of books.

4. SCOPE OF THE STUDY:

The study is limited to the collection development policy for procurement of books in Bangalore university library.

5. ACQUISITION SECTION

Acquisition section is one important section in the Library, Library is a Heart of the Institution, and Acquisition section is the Heart of the Library, without acquisition section no one Library run effectively. Library acquisitions is responsible for the selection and purchase of materials or resources and also this section is responsible for the preparation of budget and submit to the committee for approval, once its approved selection of books and purchase of Books,

Roles and Responsibilities of acquisition section staff

- To develop area collection and Liaison with all the Chairpersons of the departments in the selection of

appropriate library materials and accountable for proper expenditure of budget allocated in the section

- Effective and timely acquisition of all materials recommended by faculty and research scholars
- Ensure effective communication of policy and procedures to all users
- Provide regular action taken reports to the departments
- Coordinate in organizing the book exhibition.

FUNCTION IN ACQUISITION SECTIONS:

The job of the staff of the acquisition section is to select, acquire, process and make available books and other kinds of material to the existing and prospective Clientele.

The following are the functions of an The supplier will supply only latest edition, latest reprints of the books and shall charge the price as per invoice of importer/invoice of distributors.

The vendors will supply ready stock / readily available books within a week time otherwise the purchase order will be treated as cancelled without any notice.

The vendors will supply imported books within 6-8 week time otherwise the purchase order will be treated as cancelled. Exceptions will be given POD (Print of Demand) books. They will supply POD books within 6-8 week time of printing.

After receiving the purchase order if the vendors come to know that a new edition of the book will be coming very soon then they will inform the library and supply the new edition only. In such cases they will supply the books within 6-8 week time of the publishing of the new edition. Acquisition section

- Frame the policy of acquiring books including accepting donation.
- Budget and fund allocation
- Maintenance of book selection tools.
- To receive the books from booksellers arranging book exhibitions.
- To obtain recommendations from the Head of the Departments and Users.
- To develop database of the recommendations received.
- Checking of duplications in our database
- Selection of vendor for supply of Books and other materials

- Sending of orders for supply and preparation of order record.
- Receiving the books along with triple copy of bills
- Sending reminders to the vendors.
- Checking the books with orders, price verification and conditions
- Assigning Accession number
- Enter in the accession Register
- passing of bills for payment
- Collect the donations in terms of documents
- Acknowledgement of donations.
- Assign gift accession number and enter in the gift accession register
- Maintenance of files and records of all types of purchase documents
- Giving feedback to faculty members about arrival of information sources.
- Sending the procured books to processing for technical Section
- Maintenance of the statistics of the section.

4.2 LIBRARY COMMITTEE:

Library committee formulating the Library policy in relation to the development of resources for instruction and research and advising the allocation of funds among the different department in the library.

VENDERS REGISTRATION:

All vendors should be register to Bangalore University by filling the application form with terms and conditions.

TERMS AND CONDITIONS FOR THE BOOKS SUPPLIERS OR VENDORS:

The supplier will supply only latest edition, latest reprints of the books and shall charge the price as per invoice of importer/invoice of distributors.

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DISCOUNT POLICY OF BANGALORE UNIVERSITY LIBRARY:

The discount rate should be fixed 20% discount for all the books, in case of special discount offer from the vendor the supplier must inform the same to the library and extend the same.

WEEDING POLICY:

Weeding policy is an important component of Collection Development policy. Weeding documents means removing documents which are found not useful or not serviceable from a library.

GENERAL WEEDING CRITERIA INCLUDE:

- Outdated information
- Resources that are misleading or factually inaccurate
- Poor physical condition
- Obsolete or impractical formats (ex. 8-track tapes, microfiche)
- Resources that have newer editions
- Excessive copies

TOOLS FOR BOOKS SELECTION:

- Bibliographical tools must be used at the time of book selection.
- The librarian gets suggestions for purchase of books in the following ways.
- Suggestions of the Head of the Departments
- Suggestions of the members of the library committee.
- Suggestions of the library staff.
- Suggestions of the users,

6. BOOKS SELECTION PROCEDURE

Purchase of books on direct recommendations received from Department:

Teachers might also get information about books from different journals and reviews. Library will also arrange to circulate book reviews publishers catalogues and other book

selection sources to the departments. They may also get information through Internet. In such cases also they can send recommendations through the chairperson of their department.

Purchase of books on high priority:

Any teacher/Research scholar/student can request for purchase of books immediately which are urgently required for their academic pursuits. It should be established with sufficient evidence or recommendation of the chairperson of the department.

Purchase of books by organizing books exhibitions:

The library can organize the book exhibitions periodically to enable the teachers and students to get exposed to the different books on their subjects. This will help them to select good books in comparison with the other books displayed in the exhibitions. The university library shall decide on the discount to be fixed every year in the meeting of registered vendors in presence of the finance officer Bangalore University. A committee of five members elected in the vendors meeting shall be responsible for conducting the book exhibition by collecting contribution from the vendors towards the expenditure of the exhibition. However the committee should submit the accounts of the expenditure made during the exhibition in an exit meeting held at the end of the exhibition.

Faculty Publications:

The Library may now purchase three copies of Faculty professional publications as and when the publications are brought to the notice of the Library. Library may purchase 3 (three) copies of professional publication, single copy of edited book / student authored book / chapter authored book.

Gifts books:

University Library encourages the donation of gift books for enhancement of its collections, Books gifted from major institutions and other individuals may be accepted depending on their utility and physical condition.

BILL PROCESSING:

Once the books are received in the Library along with the triple copy of Bills, the price of each book and discount rates, bank rates are verified by the library staff. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession numbers entered against each item. Library staff certifies above procedure before forwarding bill to Accounts for further processing. The bills are put up to the Librarian by library staff to Accounts section for expenditure sanction on the basis of approval by the competent authority. The bills are normally to be processed by the library within 3-10 days depending upon the number of

titles in a single invoice. In case of an invoice having about 20 titles it will be processed within 3 days and sent to Finance for further processing.

PROBLEMS OF COLLECTION DEVELOPMENT IN BANGALORE UNIVERSITY LIBRARY:

- Document Selection Problems.
- Faculties and students were not participating in the books exhibition.
- Vendors are not exhibiting the curriculum wise books.
- Fluctuation in the exchange rate.
- Increase in the cost of the books.
- Increased demand of the users.
- Problems Relating to Terms of Payment.
- Vendor will not supply up to date ordered books.
- Vendor will not supply the order within a stipulated period.

7. RECOMMENDATIONS:

- Faculty and students should participate in the books exhibition for purchase of good books.
- Purchase of books will be enhanced based on the demands of the books.
- Vendor will supply the up to date orders.
- Vendor will supply the ordered books in the stipulated period.

8. CONCLUSION:

Collection development in a university library is not an easy job. This should be done carefully and should be based on policies and programs with the help of a Committee. The involvement of all staff members of the library is also essential for developing a balanced collection. Collection development policies played a prominent role in the selection of materials in the library. From above acquisition policy it is observed that all university libraries have the same acquisition policy. Heads of the various Departments recommend the books according to their subject needs. On the basis of this policy we are procuring the books.

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