INTRODUCTION TO LIBRARY SCIENCE

Leena George
Dr. Manju Kalita

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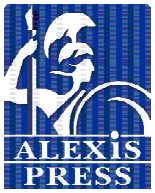

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CHAPTER 1

A BRIEF INTRODUCTION TO THE LIBRARY SCIENCE

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ABSTRACT:

Library and information science (LIS) is an interdisciplinary subject of study that focuses on the documentation that captures our memories, histories, and knowledge. LIS workers look after printed documents, records, pictures, audiovisual materials, and ephemera in both analog and digital formats. Assist researchers in discovering archive and other resources that are essential to their study. Find resources to assist you with family and personal difficulties. Help professionals find health information more quickly in emergency situations.

KEYWORDS:

Accession Number, Call Number, Collection Development, Library Resource, Stock Verification.

INTRODUCTION

India has a strong literary legacy founded on education and research. Former Indian President Dr. S. Radhakrishan said, "In the old days, teachers in India were themselves librarians, and they were held in the highest regard." Since the dawn of time, information has played a critical role in the advancement of human society. It also promotes the growth of human societies economic, political, social, occupational, cultural, and many other aspects. However, it is critical to recognize that not all knowledge is equally meaningful for everyone. In today's world, there are several channels of information; thus, it is essential to distinguish which sources of information are real and which are not; for this, the librarian and library personnel play an important role. "A library is a trinity made up of books, readers, and staff," as the saying goes. Books and personnel are crucial components for delivering services to the reader, who is the third component of the trinity. The effective administration of libraries is critical to achieving a library's social and educational purposes.

Figure 1:Diagrmae showing the overview of the Library (Sarv gyan).

Another issue that must be addressed in order to deliver better services to consumers is human resource management. This course will examine library resources and their acquisition, such as collection creation, stock maintenance, stock verification, user education, and staff organization and appointment in the library. Other topics of library administration will be covered in subsequent sections (Figure.1). Traditionally, a book was seen to be the repository of knowledge, but with shifting trends and technological advancements, information began to become accessible in a variety of forms and sources. One as a representative term of information sources and another as a physical book.

When the word 'book' is used to signify 'information sources' in the sense of a collective noun, it refers to all resources that offer individuals with information and knowledge. Books, magazines, journals/periodicals, maps, charts, art facts, audio-visual materials, and so on are examples of such items. A library, according to Ranganathan, is a public institution or entity tasked with the maintenance and gathering of books, as well as the obligation of making them available to those in need, with the goal of encouraging people to cultivate reading habits. The library is also known as the Human Race's Memory.

The last book explored many sorts of library materials, their classifications, characteristics, and features. The collection development process and methods will be detailed in this section. Collection Development Collection development is the systematic process of establishing a library collection to meet the many demands of users such as studying, teaching, research, and enjoyment. Selection, collection, maintenance, appraisal, and weeding or rejecting of current and retroactive resources are all part of the process. It also covers the development of acquisition plans and the appraisal of collections to establish their relevance based on the requirements of library users.

Throughout the process, the Collection Development Team must verify that no content is duplicated and that purchases are coordinated and handled in the most cost-effective way throughout the whole library system. The notion of collection development emerged in the 1980s with the awareness that a library's collection should be geared toward service rather than collecting alone. The primary guiding considerations in collection creation are users' information demands and the library's accessible resources[2]. When one speaks about a library's accessible resources, one considers the current collection, the collection of affiliate libraries, and financial resources.

A comprehensive collection development policy is required for efficient library collection development planning. Collection Development Policy although the phrases Collection Development and Collection Building are sometimes used interchangeably, Collection Management is distinct from the principles discussed above. Collection building is the selection and purchase of library items based on current and future user needs. Building appropriate collections for scientific and technical libraries is a critical procedure. When asked to assess scientific and technical libraries, many users would state that the collection's strength is the most important factor. Because of the intricacy of the themes included, science and technology collections are not the simplest to construct properly.

A high number of decisions must be made due to the enormous amount of books and periodicals accessible. It is a difficult undertaking to choose genuine resources from an' number of potentially inauthentic resources. The library environment is now experiencing fast transition, resulting in unique methods of library collecting with a focus on contemporary resources. On the one hand, there is a rising need for strong library collections in terms of enormous amounts of data/information, and on the other hand, the publishing media is working hard to satisfy this demand at lightning speed via current publications and accessibility[3]. As a consequence, a huge quantity of e-resources on all topic areas are released. As a result, a library must design a coherent strategy for collection growth. The following categories may be appropriate for carrying out collection development in a given library User's Analysis, Selection Policies,Acquisition Policies, Resource Sharing, Weeding, and User's Analysis. Users' analysis is the primary job in collection development, and it can be obtained by distributing a questionnaire or conducting personal interaction sessions or interviews. Once the clientele's needs are determined, the library may concentrate on its selection policies.

The selection policy should be defined in accordance with the customers' fundamental needs and institutional philosophy. It is critical that users participate in the choosing process. Financial limits must be considered during selection; otherwise, the money may not be spent on all subject areas of the library's holdings. Acquisition Policies Vendors often have acquisition policies in place for a certain time of supply and payment. Each library has its own criteria for obtaining vendor discounts. At the same time, the library must inspect duplicate copies, low-cost versions, and occasionally ancient editions of books (i.e. remnant titles). Resource Sharing Before the collection creation process starts, libraries must ensure that their holdings' resources are shared. Libraries are often a member of Inter Library Loan or similar resource sharing unit with other college libraries. Weeding is a scientific method used to determine the usefulness of a library; books that are no longer helpful in the library may need to be weeded away. Aside from that, damaged books may be weeded out of the library supply.

The library can be assured of the kind of content necessary for the library after weeding out the stock from the library. Human resources are essential for every library since the library is only used by humans. In order to offer the greatest services, the library's personnel receives a large percentage of the budget. It is essential to have a well-trained and highly motivated staff in order to make efficient use of the library's resources and satisfy the needs of the community. The most essential aspect influencing an organization's operational performance is the quality of its human resources. The way a company manages its resources determines whether or not it achieves its objectives. As previously said, the staff is the most crucial of the three components of a library.

A library's human resources must be managed properly and efficiently in order to achieve its aims. Human resource management (HRM) is described as a purposeful and cohesive approach to the management of an organization's most valuable asset, namely the people who work there and contribute individually and collectively to the fulfillment of its goals. Human resource management (HRM) is defined by the Society for Human Resource Management (SHRM) as "the design of formal systems in an organization to ensure the effective and efficient use of human talent to achieve organizational goals[4]." Libraries, like any other organization, engage

in traditional HRM activities such as recruitment and selection, compensation and benefits, training and development, health and safety, employee and labor relations, and in some cases, trainee/intern employment or volunteer management.

Human resource management is often the duty of the human resources department. Some libraries have the HR Department of the parent organization or institution manage some or all of the library's HR tasks, whilst others have an internal HR department and employees specialized to handling HR functions. There are five basic roles of human resource management in any business that also apply to libraries. Human resource planning, staffing communication, employee development, and employee maintenance are among these responsibilities. Human Resource Planning Human resource planning is the process of determining the sort of personnel required to achieve organizational objectives. Staffing and employee development are the fundamental human resource planning strategies.

The task has been analyzed for this purpose. Job analysis is the process of characterizing the nature of a job and outlining the human criteria required to do it, such as quality and qualifications, abilities and experience, and so on. The job description is the ultimate result of the job analysis process. A job description is a valuable resource for workers, supervisors, and human resource experts. The process of recruiting and selecting human resources for a company is known as staffing. HR planning and recruitment come before the actual hiring of employees for any role in an organization. Recruiting is the personnel function that seeks competent candidates to fill job openings. During the selection process, the most eligible applicants for employment are chosen from among those who are drawn to the organization[5].

HRM professionals are engaged in designing and implementing strategies that allow authorities to determine which candidates should be chosen and which should be rejected for available positions. Following selection, various duties are carried out in order to manage the workforce and complete the organization's tasks. Orientation, training and development, performance assessment, career planning, remuneration, benefits, labor relations, and record keeping are among these activities.

Orientation is a procedure that helps a new employee adjust to their new work environment. It is a means of introducing new workers to certain components of their new position, such as salary and benefit programs, working hours, and the organization's norms and expectations. Training and development is the process of providing people with the skills and knowledge they need to do their jobs efficiently and effectively. Aside from that, it offers training to new or unskilled staff. The performance evaluation process checks an employee's performance to ensure that it is at an appropriate level. Aside from providing a foundation for salary, promotion, and disciplinary action, performance assessment details are critical for an employee's growth since they must encourage and give assistance for performance improvement.

Career planning is the process of appraising an individual employee's potential for development and progress within the organization. Human resource personnel develop a sensible technique for determining how workers should be compensated for doing specific responsibilities. Their compensation package is linked to the upkeep of human resources, thus it is a crucial factor in

HR planning. Benefits are a kind of remuneration provided to workers in addition to direct pay for work accomplished. "Labor relations" refers to interactions with workers who are represented by employee unions, also known as trade unions. Trade unions are organizations or groups of workers that band together to have a say in issues that impact them, such as salaries, benefits, working conditions, and other elements of employment[6].

Employee record-keeping is the oldest and most fundamental function of human resource management. For a variety of reasons, this role entails recording, retaining, and retrieving employee-related information. Application forms, health and medical records, employment history (jobs held, promotions, transfers, lay-offs, etc.), seniority lists, wages and hours worked, details of leave of absence, turnover, tardiness, and other employee data must all be kept. The majority of HRM operations need complete and up-to-date records. Staff Communication is the interchange of information between management levels. Effective employee communication is crucial to the organization's success. Regular and effective communication encourages debate and gives two-way feedback between management and workers, departments, and peers. As a result, not only is a culture of exchanging ideas and expertise promoted, but also a culture of making things happen. Communication takes place via both casual and official routes.

The employee development role encourages workers to gain new or advanced skills, information, and perspectives by offering learning and training facilities, as well as channels for new ideas to be implemented. This program aims to keep workers engaged with the organization while also advancing their development and advancement. HRM designs successful staff training and development programs for this objective. Employee Maintenance refers to an organization's personnel information on each employee. Each organization's personnel data is kept in a master database, which is generally accessible online. It enables the administration of employee data such as contact information, expenses involved, and the employee's portion of compound charges. The total of an internal resource's monthly expenditures is broken down to an hourly rate that is used to compute costs on activities (project tasks, incidents, etc.). So far, the methods and procedures of human resource management as applied in libraries have been covered.

Different libraries design their mechanisms based on conventional HRM philosophy and practices and manage their human resources appropriately. Staffing and structure are clearly specified in certain libraries. Though these procedures were traditionally known as Personnel Administration, as their scope increased, the word HRM became more widely used. Staffing arrangements differ from one library to the next. Every public library has its unique method of informing its patrons. The State Central Library, District Library, Town Library, and Rural Library are typically administered by the State Government, however the Delhi Public Library is administered by the Ministry of Culture. Across libraries, the staffing structure is almost same.

The authority of the library is shared by the Chief Librarian or Director and several specialists appointed in the various sectors, notably the classifier, cataloguer, reference librarian, and library attendant. There are three types of academic libraries: school libraries, college libraries, and university libraries. The school library is often led by the school librarian, who is assisted by trained library personnel in day-to-day operations. Aside from the college librarian, there is professional personnel in the college library such as Professional Assistant, Semi Professional

Assistant, and Junior Library Assistant. The multitasking crew is in charge of the library's many housekeeping tasks. The University librarian is in charge of the library. At the administrative level, there is also a chief librarian, a Deputy Librarian, and several assistant librarians. The cataloguer, classifiers, reference librarian, and circulation staff are in charge of the many housekeeping tasks. Aside from the librarian, a specialized library employs personnel such as a translator, topic expert, and bibliometrician. The personnel organization is determined by the operations of the library. A library is like a developing creature; as it ages, the personnel structure is evaluated and new employees are hired to ensure the smooth operation of the library. Stack management is one of the most crucial responsibilities in any library since it allows customers to identify the books they need from their location on the shelves[7].

The books on the shelf are organized by Call Number. As a result, for better shelving, the Call Numbers inscribed on the spines of volumes must be visible. If the spine is too thin to put the call number, it should be written on the left bottom corner of the book's cover. Typically, library shelving is given to lower-level employees, student workers, and, in some cases, volunteers. As a result, it is strongly advised that these individuals be thoroughly taught in terms of Call Number sequencing and book preservation. Understanding call numbers enables workers to arrange books in the correct location, while understanding of preservation aspects enables them to handle books properly, extending the life of the books. When shelving library books, the following procedures and precautions should be followed. Books should be placed in their appropriate areas according to the Call Number of the book. Books on the shelf should not extend over the shelf's edge. Instead of leaning, they should be maintained vertically straight. Shelve books spine down; spine up causes the text block to fall free from the covers.

Wooden, steel, or other hard material book supports or bookends maintain books vertically upright and prevent them from bending. These should be placed at the end of each row of a book as needed. Books should not be placed tightly on shelves since taking them out and putting them back may harm them.Stock verification is the process of reviewing the library's holdings to identify missing items. Each library should undertake periodic inventories, or stock verification, in order to maintain an up-to-date record of library holdings, solid statistics on rate of loss, and to analyze collection strengths and weaknesses. Stock verification is also known as'stock taking,' 'physical verification or checking,"stock inspections,' and so forth. Stock verification is the process of reviewing the library's holdings to identify missing items. It aids in the recovery of lost or missing objects, the identification of ripped or worn out articles for repair or binding, and the chance to clean and rearrange papers. However, the primary goal of a library's stock verification method is to determine "what has been lost in a given period of time from the acquired library collection."

DISCUSSION

Knowledge about lost or missing books and other library resources allows library officials to take preventative actions and, if necessary, replace the lost materials with fresh purchases. The following section discusses the numerous motivations for stock taking. The stock verification activity is carried out by a library in accordance with the criteria supplied. It also allows library administrators to gauge the popularity of a certain topic since books that are utilized more often

are stolen more frequently. It allows for periodic book shuffling and cleaning and guarantees that no dust or insects build, which would otherwise be harmful to the books. It allows for a survey of the book stock, with worn out, ripped books and books from previous editions that are no longer in use being removed from the main sequence[8].

It also allows staff members to get acquainted with the library's inventory so that they can offer better reference assistance. It aids in the updating of the library catalogue and other data, allowing for improved reservation and inter-library lending services. It aids in locating missing books, hence decreasing annoyance among library customers and staff members, since solutions to many unanswered questions are readily accessible, which are otherwise encountered by librarians in some of the best-managed libraries. The stock verification process may be divided into three groups based on different methodologies. This covers the following Accession Number technique: In this technique, the staff verifies the books on the shelves based on the accession number. Stock verification is carried out using an accession register, a separate register with accession numbers, and separate sheets with accession numbers in a sequential order. In the first two approaches, the library staff looks for books on shelves by accession number in a sequential order. The library staff has a tough time finding books on shelves since they are shelved by call number. In this strategy, the staff walks from shelf to shelf and browses numerous books to discover a certain title.

It also harms the library's Accession Register. The third strategy is seen to be superior to the first two. Separate sheets with Accession Numbers are created in this process, and two staff members are involved. One member of the staff reads out the accession number, while the other just crosses it out. Untraced accession numbers are verified with the circulation record, binding, and other locations where books may be accessible at the conclusion of the procedure. Call number technique: Books are checked using a shelf list in this manner. Libraries keep a shelf list based on the Call Number, which is also used to shelve books. This procedure is simpler and takes less time. It also allows library officials to assess the popularity of a certain topic since books that are frequently utilized are more likely to be stolen.

It allows for periodic book shuffling and cleaning and guarantees that no dust or insects build, which would otherwise be harmful to the books. It allows for a survey of the book stock, with worn out, ripped books and books from previous editions that are no longer in use being removed from the main sequence. It also allows staff members to get acquainted with the library's inventory so that they can offer better reference assistance. It aids in the updating of the library catalogue and other data, allowing for improved reservation and inter-library lending services. It aids in locating missing books, hence decreasing annoyance among library customers and staff members, since solutions to many unanswered questions are readily accessible, which are otherwise encountered by librarians in some of the best-managed libraries. The stock verification process may be divided into three groups based on different methodologies.

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There are four types of user education programs: user awareness, library orientation, interest profiling, and bibliographic instruction. User Awareness Programme The user awareness program informs the user community about the existence and location of a library, its resources, and services available to users. This is accomplished via the use of marketing media and strategies such as the organization of exhibits, cultural events, seminars, and library visits. Library Orientation Program The library orientation program includes activities that teach users the fundamentals of utilizing the library and its resources. For example, when a library's library catalogue is automated, users are educated on how to utilize OPAC, and so on. The main goals of user orientation area general orientation of available facilities and resources within the library, teaching of basic skills and strategies for finding required information from the resources of a specific library, teaching of literature organization in various disciplines and basic reference tools in each discipline, and informing users about basic searching tools such as card catalogue, serial list, OPAC, and so on.

A profile is made up of keywords that together define the researcher's or group's topic interests. Users are given a performa (profile card) to fill out and return to the library throughout this procedure. The library develops user profiles based on this card. This profile serves as the foundation for the bibliographic teaching program. Bibliographic Instruction Programs Bibliographic instruction programs are designed for advanced users who want to do serious research. It is a software that teaches users how to utilize information resources effectively. It assists users in making the most use of library resources to fulfill their informational requirements. Bibliographic instruction is the teaching given to a user on the information resources accessible in a certain topic or field, as well as the procedures for using those resources.

The difference in the level of knowledge and skills of the users is examined before and after a specific user education program in this procedure. It gives information and feedback on the effect of any such program and aids in the building of a foundation for future improvement or modification, if required. The procedures used for assessment may change from one program to the next, but the goal of evaluation stays the same. A library, according to the trinity notion, is made up of three main components, namely. Books, users, and staff. The concept 'Book' represents all library materials. The third component, personnel, is vital in that it connects users with library resources or creates an atmosphere in which readers may locate the necessary information. As a result, studying the management of library resources and human resources is critical. Creating library materials is an ongoing activity. A collection development program is being implemented for this objective. Collection development is a deliberate process of creating library materials while keeping user needs and available resources in mind. To that end, a well-defined collection development policy is created, which serves as a guide for the resource selection committee and library personnel throughout the selection and acquisition of library items. Human resources and their administration are the most difficult and vital processes in any business, including a library. Human resource management consists of five functionshuman resource planning, staffing, communication, employee development, and employee maintenance. The government or organizations have set the staffing pattern from time to time, but it is dynamic in nature.

The National Knowledge Commission Working Group on Libraries attempted to create a staffing structure appropriate for the Indian setting, however changes in the working environment and the adoption of new technologies may result in changing employment patterns. The practice of preserving library resources and relocating them to their right location is known as stack maintenance. Books are organized on shelves by call number, and each book has its own spot on the shelf. If books are not stored properly, it causes problems for users and ads to the workload of the staff. Proper shelving of books and other library resources assists the library in providing readers with effective and efficient services.

Proper storage, care, and upkeep of books extends their life and makes them usable for a longer length of time. Stock verification is the practice of regularly inspecting the stock of books and other library resources in order to locate any missing, misplaced, or damaged volumes. User education is the process of teaching information and skills to library users about the library's resources, facilities, processes and procedures, and various ways for accessing library resources. Users are also taught in information-use skills as part of the user education program, making them capable of carrying out the learning process on their own for the rest of their lives.

CONCLUSION

Library science is an interdisciplinary discipline that studies themes linked to libraries, the collection, organization, preservation, and transmission of information resources, and the political economics of information.Libraries provide a variety of resources and activities to assist children and young people in learning and developing abilities. They are a fantastic resource for anyone looking for books to aid them with personal growth. Libraries may also assist nurture creativity and social skills in a stress-free setting.

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CHAPTER 2

DIFFERENT SECTIONS OF THE LIBRARY'S FUNCTIONS

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ABSTRACT:

Acquisition, Technical Processing, Circulation, Reference, Periodicals, Maintenance, Administration, and Finance are all parts of a library. Each division is responsible for a certain set of library activities.By circulating books among readers, the circulation division of any library aids in the enforcement of these regulations. Circulation work include all actions and processes used to register users, issue and return papers, maintain statistics, gate register, property counter, and lockers.

KEYWORDS:

Library Material, Library Collection, Reading Material, Other Materials, Some Libraries.

INTRODUCTION

Every library, regardless of size or kind, acquires, processes, and makes library content accessible to library users. Libraries provide a variety of services to its users based on the materials they have accumulated. To accomplish its tasks, a library requires a methodical organizational structure. Any library will have a function-based structure. It categorizes a library into functional divisions, sections, or units such as acquisition, technological processing, circulation, reference, and maintenance. In a library, activities are divided into portions based on job analysis and then carried out[1].

These duties are sensibly allocated across several departments. Acquisition, technical processing, circulation, reference, periodicals, maintenance, administration, and accounting are the seven core divisions and sections found in all types of libraries. Aside from these, some libraries have archives, electronic collections, and other departments, depending on the collection and services. These parts are divided into sub-sections or components. The distribution of activities across various sections varies each library. Some libraries, for example, group the maintenance part with the circulation section, while others group it with the technical processing area. However, the technical processing sector is constantly involved in cataloguing and classifying tasks.

This course will go through several parts and their functions that are common to most libraries. The library's acquisition division is a key functional element of collection development. It obtains relevant reading materials or information sources, such as journals, books, electronic books, and magazines that are valuable to current and prospective users. Books, manuscripts, serials, journals, magazines, newspapers, standards, specifications, patents, theses, dissertations,

maps, atlases, globes, and other materials judged suitable for servicing present and future consumers are examples of information sources.

A well-planned procurement should take into consideration the available cash, storage and shelf space, technical infrastructure, and personnel availability. A library cannot afford to purchase every information source released in the globe. As a result, acquisition should be organized in such a manner that the most acceptable content may be bought within available resources, allowing the library's goals to be met. Depending on its aim, the library may also collect information sources for the preservation of intellectual heritage. The library's scope might be local, regional, national, or worldwide. For example, the National Library of India in Kolkata is responsible for preserving the intellectual heritage and relevant information sources of the entire country, whereas a library in Himachal Pradesh's Kangra region may only preserve information sources relevant to that region. With the advancement of civilization, the sorts of knowledge sources have expanded to the point that books are no longer the sole resource for a library[2].

Various terminology, such as papers, reading materials, library materials, and so on, have been employed by the Library and Information Science throughout time, with the information content of the resource being more essential than its visual presentation. As a result, the word "information source" has taken on a broader scope and meaning. Despite the fact that these terms have different meanings, they have become relatively synonymous in the text of the Library and Information Science topic. Information sources are defined as any resource that includes relevant information that is recorded in written, visual, auditory, or multimedia form in a logically organized fashion with the aim of developing the knowledge of current and future generations. The library is responsible for providing the finest accessible information sources based on budgetary resources. However, the library does have its limits.

A library is granted a certain amount of money to spend on purchasing specified information sources. As a result, the process of gathering materials and information sources must be completed within the constraints of restricted resources. The information boom has resulted in a massive rise in the amount and diversity of information content released worldwide. As a result, it is difficult for a single library to gather all of the needed accessible literature. General books, textbooks, reference books, maps, atlases, globes, digital and multimedia-based resources, and so on are examples of these publications. As a result, library material acquisition must be carefully planned. A planned acquisition system is required to: achieve the library's objectives, meet the needs of its users, acquire the best available resources/reading materials deemed fit for the library, acquire materials of preservation value within the scope of the library, and acquire material within the available resources (fund, space, and staff). A well-functioning acquisition system is required for a library to meet the aforementioned goals. To complete the acquisition process, the acquisition system performs the following fundamental operations. Document selection, ordering, and receipt.

The process of selecting information sources is a significant and serious task. The selecting procedure centers on the library's users. The information demands of users may differ from one library to the next. As you are aware, libraries are classified into three types: public, academic, and special. Each category has distinct goals and serves the requirements of distinct user groups.

As a result, each kind of library should have a well-defined selection policy. Each information source or document that is to be gathered must be chosen with care. The library should always choose resources that will benefit the greatest number of library users while remaining within the constraints of available budget. It is usually advised that the library have a documented acquisition policy for the purpose of acquisition. The acquisition policy serves as a guide for personnel involved in the selection process, helping to maintain standard and consistency in the library's collection growth program. The acquisition policy should continue to be the leading instrument for acquiring information sources for the library to meet their stated goals. Selection aids are tools that assist library workers in picking the best resources for the library. As selection aids, users' needs, authoritative recommendations, and other resources (bibliographies, reviews published in review publications and newspapers, etc.) may be employed. A selection committee exists to help the library staff in selecting the greatest reading materials for the library. Depending on the nature of the library, the selection committee is a collection of specialists from various topic areas[3].

The goals of the public library have previously been considered. A public library serves a diverse spectrum of individuals, including children, adolescence, young, and the elderly. Users' needs may vary depending on their socioeconomic status (lower, medium, and upper), professional affiliation, educational level, habitat (rural, urban, hilly area, coastal region, etc.), sociocultural and linguistic background, and so on. The library is also intended to collect local history, politics, economics, socio-cultural elements, weather conditions, available vocations, and so forth. Because a public library is responsible for serving the community and conserving regional knowledge, its approach to content selection differs from that of other types of libraries. Academic Library Selection Academic libraries are organized into three major groups, namely. The academic library's guiding considerations include educational courses and the expectations of students, faculty members, and support personnel. A school and college library's selection strategy is often centered on the purchase of textbooks, materials for general studies, personality development, career options, teaching and learning resources, and materials for support personnel. Because universities provide undergraduate, postgraduate, and research programs, material selection must be done with care.

A special library is intended to satisfy the information demands of a library's parent organization. As a result, the information sources are chosen depending on the parent organization's short- and long-term programs. The library carefully picks resources for the organization's short-term aims in order to satisfy its current programs. For example, if an organization does a study project on the lifestyle of Indian urban settings, the appropriate content should be chosen to assist the program. Keeping the organization's long-term goals in mind, the library chooses items of a broader scope and promotes the collection growth of the core area as well as other important subject areas. The selection process should always be focused on the library's long-term collection growth programs. Materials should be inspected and lists should be made in accordance with the acquisition policy. Further clearance from the selection committee or the responsible authorities should be obtained before proceeding with the document ordering procedure.

The following are the selection criteria for documentary sources. The author's knowledge and connection with the topic of writing should be evaluated. The document's content should be correct and legitimate. In any document, incorrect or misleading information may be devastating. The document's handling of the subject, topic, or theme should be reviewed and connected to library users. The material should be balanced in terms of addressing the expansion and goal of the book's subject, topic, or theme. If there is a shortfall or restriction in the material, it should be indicated in the document's prologue. The information in the document should be organized according to some predetermined qualities or logic. The uniformity in language and the progression from broad to particular topics make the reading entertaining and simple to comprehend. A thorough index is needed for nonfiction works. Graphic illustrations are widespread in technical data papers. In this instance, proper graphs, color patterns, sizes, and so on should be considered. In the case of a nonfiction book, the document should be supported by references.

The bibliographical format should be standard, and the material should be thorough. When choosing a document, potential users should be identified and it should be determined that the information will be viewed by a significant number of people. The papers should be classified as academic, popular, fiction, non-fiction, amusing, introductory, advanced, and so on. The language of the document should be appropriate for the consumers for whom it was produced. Textbooks are often used by students to gain information in a particular field. As a result, textbooks should cover the whole topic curriculum and provide accurate and genuine material. The information should be organized in such a way that students may readily grasp it. When evaluating a work of fiction, consider the author, title, style, topic, storyline, location, characters, and reviews. Audio, video, animation, and multimedia materials should be assessed based on their format. Audio-video information comes in a variety of forms[4].

The criteria for that type of content should be utilized when picking information resources in this format. For example, an e-book should be reviewed using book criteria. A few elements that may be utilized to assess digital information include file format, organization, hyper-links and search engines in the case of databases, display format, and so on. Selection Aids There are a variety of selection aids on the market that may assist and support the choosing of information items for a library. Depending on the nature of the contents, assistance may be chosen to obtain a certain material for the library.

National bibliographies are a list of publications published in a nation or relevant to a country if published elsewhere. Indian National Bibliography, for example, is published by the National Library of India in Kolkata; British National Bibliography, produced by the British Library in London; and so on. Topic bibliographies are a collection of items published in a certain field or topic. Chemical is a topic bibliography produced by Elsevier that covers the subject chemistry; PubMed is a life sciences subject bibliography issued by the National Library of Medicine in the United States; and there are a number of other subject bibliographies accessible for reference Trade bibliographies- are issued to promote the sales of books by publishers and distributors, associations, or independent groups. Indian Books in Print, for example, or Whitaker's Books in Print. A variety of magazines, newspapers, and online provide book reviews.

These evaluations are critical analyses conducted by topic experts. For instance, the Times Literary Supplement, Book Review Digest, and others. Bibliographic databases are a collection of publications in database format that may be searched online or provided on CD-ROM, DVD, and other media for offline use. Ulrich's Periodical Directory, PubMed, and so forth. Even though the databases are not downloadable, several of them include connections to information sources. ii. After the selection step is completed, the ordering process starts. To eliminate duplication, a pre-order search is performed before purchasing the items for acquisition. The items are thoroughly searched in the current collection, as well as in processing divisions and newly obtained materials. Following the completion of the pre-order search procedure, a purchase order is produced and delivered directly to the publisher or to an authorized vendor/supplier of the library. The ordering function also includes the generation of reminders for outstanding orders and the cancellation of orders.

User demands for greater services, as well as a progressive reduction in financial allocations, have motivated libraries to collaborate and exchange information and human resources. Consortia activities assist libraries in providing users with unrestricted access to a broader range of information sources, allowing individual libraries to focus on specialized collection building in their area of concern, improving interlibrary lending and document delivery services, and facilitating cooperative acquisition, control, and sharing of systems, services, and professional expertise. Examples include the UGC-INFONET Digital Library Consortium, the INDEST-AICTE Consortium, the CSIR E-Journals Consortium, the DRDO E-Journals Consortium, the ICMR E-Consortia, the IIM Consortium, the Consortium for e-resources in Agriculture (CeRA), and the Health Sciences Library Information Networks Consortium (HELINET). At the international level, the International Coalition of Library Consortia (ICOLC) is an informal association comprised of around 200 library consortia from throughout the globe[5].

The acquisition portion of the library keeps track of several functions' records. It employs several registers, files, forms, and other stationary for various phases of its activities. The design of stationary may vary according on the needs of a certain library, but the format of the accession record is constant. Cataloguing is the process of compiling a catalogue of a library's holdings based on the catalogue rules or code chosen by that library. As previously stated, a catalogue is a list of a library's holdings that includes all bibliographic information. It is a tool that allows users to search for relevant content based on previously known information about a certain book or topic area. Various catalogue entries, such as title, author, collaborator, series, topics, and so on, are produced to facilitate the access of the library resource. A library catalog is a road map of the library's resources for users.

There are many cataloguing codes in use across the globe. Anglo American Cataloguing Rules (AACR) and Classified Cataloguing Code (CCC) are used in India. Because it is consistent with the International Standard Bibliographic Description (ISBD), the AACR is the more often used cataloguing code. The Working Group established by the International Meeting of Cataloguing Experts in Copenhagen in 1969 endorsed ISBD in 1971. It was originally intended for monographic publications (books), but it was subsequently expanded to include serials and non-book elements as well. As a result, ISBD currently has three formats: ISBD (M) for monographs

or books, ISBD (S) for serials, and ISBD (NEM) for non-book items. The AACR accepts the ISBD format for cataloguing since it is more detailed and readily adaptable to digital catalogs. Libraries are now experiencing a shift; information technologies are being used in their operations to give services to users. However, not all libraries throughout the globe have achieved this transition, and a considerable number of libraries continue to operate manually.

Online Public Access Catalogue (OPAC) refers to libraries that have incorporated technology and produced a computerized catalogue. They make library materials more accessible via the use of web search. Web-based OPAC refers to OPAC searches conducted through the internet by any user from any location. On the other hand, some libraries have not gone through the computerization process and continue to make catalogue entries on cards. They manually give search functionality to their members. There are several bibliographic forms accessible in today's technology age. Machine Readable Catalogue (MARC), APA established, practiced, and supported by the Library of Congress in the United States, and Common Communication Format (CCF) designed and promoted by UNESCO are the most widely used. MARC and CCF are both used for categorizing and transferring bibliographic data across libraries.

Author, collaborator, series, topic, publisher, and so on all have authority files. The cataloguing department prepares books and other materials for use. Labels such as authority stamps, spine labels, due date slips, book pockets, and so on are made and pasted for this purpose. Label Making and Location Marking Different labels convey different information about the book and the library. As a result, call number, collection markers such as reference, circulation, or any other collection name (closed reference, textbooks, etc.), accession number, or any other information are recorded under the label writing work.

The quality of the catalogue is critical because any error in the catalogue will fail to offer the necessary information to the users or would mislead the consumers. As a result, the chief cataloguer checks the entries and labels put on the volumes. If necessary, adjustments are made before distributing the catalogue cards for filing and the books or other reading materials. The cataloguing department files catalogue cards in accordance with the library's filing code. A card is filed in the proper location based on the heading of the catalogue entry. Put the cards in the card cabinet. Typically, catalogue cards are arranged alphabetically and classified. The dictionary formula is commonly used to file items such as author, title, topic, and so on, while entries with numbers as headings are filed in numerical order. The call number is always the headline of the shelf list item.

The call number appears as a header in the main entry of CCC. As a result, these cards are filed in numerical order. Because a shelf list is solely generated for administrative reasons, the cabinet housing the shelf list is normally kept locked at all times. The prepared entries for searching the library contents are kept in a public catalogue cabinet. Preparation of Addition List The cataloguing department creates a list of new additions to the library holdings in order to notify library customers within a certain time frame. Depending on the library's policy, the additions list may be provided weekly, biweekly, monthly, or more often. After freshly acquired material's catalogue cards are filed in the public catalogue cabinet, the material is moved to its designated location. Books intended for circulation, for example, are moved to the circulation department,

whereas books intended for reference are transferred to the reference department, and so on. Cataloguing in a library must be done precisely and attentively[6].

The department should have competent personnel with excellent handwriting and accompanying equipment. In the event of computerized cataloguing, the personnel should be extremely familiar with the format, various authority files, and the capacity to retrieve data from the book and wherever required from the cataloguing tools. Cataloguing tools needed include various types of bibliographies, national bibliographies, trade bibliographies, printed books, directories of authors, publishers, and dictionaries of names such as Indian names, and so on. If the cataloguer has strong searching abilities, the Internet may be highly useful and can replace many cataloguing tools. For example, in the catalogue of the Library of Congress in the United States, the proper name of the author, association and connection of the author or collaborators, and many other elements may be searched. The chief cataloguers should have the necessary credentials and expertise to lead the department and ensure the quality of the section's many duties. One of the most significant services provided by libraries is circulation. It enables people to borrow library books and fulfill their reading need. Because of other professional and academic obligations, it is not feasible for every member of a library to utilize the library's resources. As a result, the library has a system in place to lend books and other library materials to its members for a certain amount of time. This is referred to as circulation.

Members must offer their personal and professional information name, date of birth, address, phone number, email address, occupation, subject/course, and so on to the circulation department in order for the registration records to be maintained. The registration information assists the librarian in contacting members, and the professional information or areas of interest assist in identifying topic areas where the library collection needs to be expanded. The circulation department gives library cards to registered library users. They may use the cards to borrow books or other materials. The number of cards provided to a member is determined by the library's policy. The library automation software in automated libraries pre-defines the quantity of papers to be issued to a certain member.

The circulation section also known as the charge system's principal role is to lend library materials to library users. A member delivers the needed book(s) or other material to the circulation counter, together with the library card(s), in this procedure. One document is provided to each library card holder, along with a gate pass for the supplied content. The provided material is checked by security staff, and the gate pass is kept in the security file. Some libraries that do not have a gate pass system verify the document to see whether it has been issued. Documents are issued using software in the automated system of circulation, and a gate pass is created. The RFID (Radio Frequency Identification) technology enables members to leave the library with just the literature that has been supplied to them. If a member tries to bring unissued papers, the RFID system immediately sounds an alarm to inform security, and necessary action may then be taken. When a member returns a book, the librarian should verify that the call number and accession number on the book and book cards match.

The retuned book's book card should be put into the same book's book pocket. The member is subsequently handed his or her library card back. This is referred to as the discharge system.

Renewal of Issued Material a library member may choose to keep library materials beyond the due date. This might be due to a variety of factors, in which case the identical content is republished to the member. If no other members request the item, it is normally reissued to the member. This is referred to as the renewal procedure. Renewals are often completed when the member delivers the item at the circulation counter, although they may also be requested over the phone, by email, or by mail, depending on the library's policy[7]. Reservation of Issued Material Occasionally, a certain book or other material is not accessible for borrowing by members. The book may have been acquired by the library but not processed, or it may have been issued to another member, or it may be in binding or otherwise inaccessible. In such circumstances, the circulation department reserves the specific book or other document requested by the user, and when that material becomes available for circulation, the member is notified. In the library, there is a reservation card on which the name of the member, membership number, and details of the document are recorded. A reservation slip is created for the same document and is placed alongside the book card or any other records associated with that document. The items are allocated for members in the automated system based on the provisions accessible in the program.

DISCUSSION

The reservation is automatically notified to the administrator of the circulating area via the program. The appropriate member has been notified. The library automation program now additionally sends a system produced SMS to the appropriate member. Overdue Fines Most libraries have a policy of charging a fee if a member keeps an issued document over its due date. A fee is charged (per day) and collected from the member during this time. The member receives a receipt for the amount paid. Some libraries keep a verified register provided by the library's or parent organization's accounts department, with the member's signature against the money collected. The money is placed in the accounting department on a regular basis, such as weekly, fortnightly, or monthly.

A library always makes every effort to acquire all books and other materials that may be valuable to its patrons. However, acquiring all of the content released internationally is unfeasible. This is due to two major factors that limit maximum acquisitions: cash and space. Another factor is the growth in the number of publications. As a result, a system of resource sharing across libraries known as Inter Library Loan (ILL) exists. In this method, one library requests a book from another library on behalf of a member. As a member cannot request that the holding library provide a certain document, the individual must become a member of that library. As a result, the first library borrows the document from the holding library and distributes it to the appropriate member. The first library returns the document to its holding library when the member returns it. The whole procedure is referred to as Inter Library Loan.

To put it simply, ILL is the method through which one library lends a book or document to another. Both libraries' circulation departments fulfill this job and retain records of lending-receiving and issue-return to and by libraries, that is, by the first library and again by the holding library. Both produce and keep a huge number of records throughout the process. The records of the circulation division are particularly significant for a variety of reasons. These not only reflect

how members use the library's resources, but also the topic areas they are most interested in. The records also assist the library in building its collection and making other preparations for future expansion. The section is in charge of keeping track of members' registration records, issue records, overdue, ILL, and so on. The circulation section keeps track of various data created by the section, such as the number of members registered, the number of members removed, the number of papers provided, outstanding charges, and so on. These figures aid in the preparation of the library's annual report and also catalyze the library's future goals.

These are publications that are released on a regular basis, that is, in a series with a set regularity. The frequency might be weekly, biweekly, monthly, quarterly, and so on. Periodicals may be obtained by subscription, gift, or exchange. In the event of a subscription, the publisher or supplier gets paid in advance for the subscription term, which is generally yearly. As a result, it need a unique management structure. A periodical section is a distinct division devoted to managing periodical acquisition and services in libraries that subscribe to a significant number of journals.

A library uses several recording systems to keep track of problems received or not received. Aside from these methods, many libraries adhere to other systems created by specific libraries for their own convenience. These systems aid in the management of registration and the recording of information about magazines and their issues received by the library. In the event that a specific issue is not received, the library sends a reminder to the publisher or vendor, and the same issue is provided to the library at no extra expense by the publisher or vendor. Display Periodicals are processed after receipt, alphabetically organized, and placed in the display area. Special furniture is supplied in the library for exhibiting issues of magazines. Special furniture is retained in larger libraries with a high quantity of magazines for exhibition and storage. In most libraries, a display of the most recent magazines and a storage facility known as a pigeon whole rack is determined to be most appropriate. Once all issues have been received and a specific volume of a periodical has been finished, it may be bound and stored on shelves like books.

Documentation some special libraries provide indexing and abstracting services, as well as services based on indexing, abstracting, and documenting monthly articles. Periodicals are often not circulated among members. However, some libraries permit it. As a result, various techniques of distributing publications among library members exist. If the member group is small, the Routing Slip technique is employed. In this approach, the members' names and designations are printed or written on a slip and placed on the title page. It is provided to the first member and then handed on to the next member without returning to the library. It returns to the library after completing the whole cycle. Aside from this, there are additional strategies for circulating magazines based on the appropriateness of a particular library[8].

Periodical administration entails managing the periodical section in such a manner that maximum usefulness is obtained for the least amount of money. This function entails allocating funds and distributing them among the library's subject areas, allocating staff, duty, correspondence with the publisher and vendor, display, binding, storage, and all other necessary work for the section's smooth operation and provision of services to members. Libraries have two fundamental goals: first, to meet users' information demands, and second, to conserve

society's intellectual legacy for posterity. Both goals serve as guiding elements in maintaining the library's contents in excellent and useable shape.

Paper-based library items need specific care to maintain them usable and to prolong their life so that future generations may benefit from them. Because library items such as books, magazines, maps, and so on are printed on paper, they are susceptible to harm from excessive usage, wear and tear, heat, dust, insects, pesticides, and so on. When a library collection is heavily utilized, the papers are destined to wear and tear. This kind of binding is often used on inexpensive books. S. R. Ranganathan provided the following specifications for binding books for the first time or rebinding: a) Collation: The book received by vendors for binding should be examined and collated, and if found to be in imperfect or seriously damaged condition, it should be returned to the library unbound. A periodical should be correctly collated, and the book should be bound in the right order, with the index in the appropriate location. Unless absolutely necessary, the binder should avoid cutting the edges of books. Even if trimming the corners is necessary, the binder should leave as many margins as feasible. Books should have French joints and flexible backs that are snug or close. Lettering or printing on the cover should be in gold. He has provided a number of measurements, which have been integrated into standards established by the Bureau of Indian Standards (formerly known as the Indian Standards Institute). "IS: 3050-1965: Code of practice for reinforced binding of library books and periodicals" is the name of this standard. It was confirmed once again in 1997.

The standard should be consulted for a better knowledge of specifications and binding kinds. Books and other documented sources of information written on paper are susceptible to degradation for a variety of causes, reducing their shelf life. The problem for libraries throughout the globe is to retain printed library items such as books, magazines, pamphlets, newspapers, and other materials in good shape in order to prolong their life and offer services to current and future generations. As a result, preservation is a fundamental function of every library[9]. Let's look at how these elements affect printed library items. Light: Both natural and artificial light harm the paper. When exposed to sunlight, UV radiation interacts with the paper in the presence of oxygen in the air. The cellulose in paper oxidizes to oxycellulose, causing the cellulose chains to break and the paper to become weak and brittle. Some artificial light, such as fluorescent tube light, emits a high amount of UV radiation and damages paper in the same manner as natural sunlight does. When the paper is exposed to light when photocopying, it is destroyed due to UV radiation and heat. The extent of light damage is determined by the time of exposure, the intensity of the light, and the distance from the source of light. Atmospheric temperature is a paper-damaging agent. Temperature changes are also to blame for the harm. When the temperature is high and the humidity is low, the cellulose fibers dehydrate and the paper becomes brittle. As a result, the paper loses its elasticity to the point that it crumbles when touched. On the other hand, high temperatures combined with excessive humidity foster the development of moulds. Aside from the ambient temperature, electric bulbs used for illumination raise the room temperature and act as a destructive agent.

Humidity refers to the amount of moisture present in the atmosphere. A certain degree of humidity is required for paper flexibility, however both high and low levels of humidity destroy

paper. Paper is formed of pulp, which absorbs water from the environment. When there is a lot of humidity, paper absorbs more water and gets soggy. Because of the sogginess, the adhesive weakens and the binding loosens. It also expands the size of the paper, causing ink to spread. Pages might get caught together and cause wear and strain. Fungus thrives in wetness and damages paper in addition to these harms. Dust is made up of dirt, tar, metallic compounds, fungal spores, and moisture, among other things. It floats in the air and lands on any surface of the item. When combined with excessive humidity, it transforms into dirt, which becomes tough to remove if it adheres to the surface of the paper. Dust also enhances the water absorption capacity of paper, causing fungal development and chemical reactions that eventually destroy the paper.

Water operates as a physical agent of degradation by inducing dimensional changes in hygroscopic materials. Water may occur from a variety of causes, including natural disasters, human irresponsibility, leaky roofs, faulty plumbing, or open windows during a rainstorm. Excessive water may ruin any printed page by making it wet. As we have seen, even a tiny amount of water may harm paper. Biological agents like as microorganisms, insects, and rodents may degrade paper and other components of printed materials such as leather, textiles, or straw board used for binding. Fungi, moulds, bacteria, and other microorganisms are examples of microorganisms. Fungus is a huge diverse collection of plant organisms that stay dormant for lengthy periods of time yet flourish in 63-100% humidity and temperatures ranging from 15 to 35 degrees Celsius. Fungal development is known as mould or mildew in libraries, and it appears as brown/black vegetative growth on paper, leather, and fabrics.

Fungus eats cellulose and thrives on nutrients found in leather, glues, pastes, binding threads, and other materials. As a result, many components of printed material get confused and damaged. In addition to fungi, bacteria degrade cellulose in paper and binding materials. Certain insects cause harm to the paper and binding materials of printed texts. Silverfish, cockroaches, booklice, bookworms, white ants and termites, and rodents are the most harmful insects. These insects hide during the day and emerge at night. This bug is drawn to the starch, glue, and gelatine used as sizing agents in paper. It is 8 to 10 mm in length and is silver or pearl grey in color. The bug eats the surface of the paper as well as the glue used for gluing bindings, causing holes in paper, prints, pictures, catalogue cards, and cardboard boxes. In the dark, cockroaches cause harm to books and other printed materials. They feed on paper, bookbinding, textiles, and other organic things. They like moist, gloomy environments.

Bookworms, or beetle larvae, consume the paper and bindings of library works by poking pin holes in them. iv. Book lice are grey or white insects that devour the paste, glue, and fungus that forms between the margins of the inside cover of books. White ants or termites are insects that may consume wood, paper, cardboard, leather, or any other component of library materials. They may do irreversible harm in a short amount of time once they begin destroying the books. They are divided into two groups, namely. There are two types of termites: earth termites and wood termites. Earth termites live in the earth and build mud tunnels through walls, bookcases, and furniture. Termites that reside above ground in wood enter the structure via cracks and holes. vi. Mice, rats, squirrels, and other related animals are examples of rodents. Libraries are mostly

home to mice and rats. They consume and destroy paper, fabric, leather, glue, and other materials. Various chemicals, including as alum, rosin, and others, are employed in the making of paper. Certain chemical substances with acidic properties are present in printing ink. In the long term, the chemicals deteriorate chemically and destroy paper and other components of printed goods. Aside from the chemicals used in paper making and printing, the environment contains a variety of compounds such as carbon dioxide, sulfur oxide, nitrogen, and hydrogen sulphides. In the presence of oxygen and moisture in the environment, these chemicals react with paper to form acidic compounds that damage paper and its contents. Sulphur dioxide causes the yellow and brittle margins of ancient books. Similarly, nitric acid stains ink, paper, leather, and textiles. Certain chemicals, whether found in paper, printing ink, or other book components such as leather, cardboard, glue, or in the environment, have acidic properties that, over time, destroy the components of books and other printed materials.

Human Factors Aside from biological, chemical, and atmospheric factors, humans may also be harmful. The printed library resources are often destroyed due to the library staff's and library customers' unawareness, neglect, or ignorance. For example, when processing books, the employees may execute many stamping and pasting activities, which may cause volumes to be damaged. Books may be damaged when they are moved from the stack area to the circulation counter or technical processing department. This may happen for a variety of reasons, the most common of which being an overloaded trolley. Books should be stored upright at all times.

A book may be damaged if it is put horizontally. Sharp-edged furniture is another destructive factor since it causes book wear and tear. Users in the open access system are permitted to visit the shelving area and peruse the library collection. They may sometimes drop or misplace the books. Some readers have the habit of flipping the pages of books with their saliva while reading. These are the elements that harm books and other reading materials. Improper storage, incorrect repairs, harsh handling, intentional abuse, folding the fore-edges of pages as a mark of reading, pencil/pen marking, mutilation, and vandalism are all instances of how humans harm library materials. Disasters are unforeseeable, yet they occur all around the globe. It may be both natural and artificial. Natural calamities such as floods, earthquakes, cyclones, and tsunamis cause harm to library materials.

Man-made calamities such as fire, war, and invasion, among others, harm library materials. For example, the vast library of ancient India's Nalanda University was entirely destroyed by battle and invasion. The preservation section's role is to keep printed materials in libraries from deteriorating and being damaged. The preservation division should develop an action plan and other programs that will be carried out in a timely way. Preservation is a continual process that requires constant care. Preventive steps should be implemented for each category of harmful causes.

A library requires ventilation for both its resources and its patrons. However, unregulated ventilation may disrupt the relative humidity, temperature, and pollution level within the library. It is usually advised that a library be located in a less polluted region where both air and sound pollution may be controlled. However, libraries are often located near human areas or industry where pollution cannot be avoided. As a result, it is suggested that trees and plants be planted

near libraries. If the noise level is really high, the walls should be rendered soundproof. Keep an eye on doors, windows, ventilators, and any other source that permits dust to move through. Books and other library resources should be maintained dust-free, and frequent cleaning should be performed. A sandblaster or vacuum cleaner may be used for this purpose.

Exposing the pages of books to photocopying machines should be minimized as much as possible since it affects the spine of books, Preventive Measures for Biological Factors Insects, fungi, and other biological pests thrive in libraries' dark, damp, and dingy environments. The first line of defense is to halt the spread of such pests. Every library's housekeeping work should be maintained for this reason. It is critical to provide cross ventilation and air circulation throughout the library. A minimum of 15 cm should be kept between the book racks and the wall. There should be no fractures in the walls, floor, or ceiling since they might serve as a breeding ground for insects. Food attracts insects, thus eating and drinking should be avoided within the library. Insecticidal powder or solution, such as lindane, should be sprayed in dark corners, behind bookracks, and within cabinets on a regular basis. To keep pests at bay, use naphthalene balls or bricks, dried neem leaves or seeds or powder, and camphor pills in muslin bags.

The library may also use various pest control strategies to keep bug development under control. Preventive Measures for Chemical Factors It is usually advised that libraries acquire library editions of books since the paper, ink, binding, and other materials used in their publishing are composed of fewer harmful chemicals. It is quite difficult to control the harmful substances prevalent in the air. The only answer is to install an air conditioning system that runs continuously. If this is not practicable, the library's precious materials should be stored in fabric wraps or in cabinets. Good grade adhesive, glue, paste, tapes, and so on should be used since they contain harmful compounds. Paint used for painting racks, cabinets, or other library furniture should not include chemicals that might harm printed materials.

Preventive Measures for Human Factors Human factors are the most significant component in preservation. Every library should organize educational programs for both staff and patrons. Staff should be instructed in the proper maintenance and management of library materials. Staff members should utilize proper storage, trolleys for transferring books, care for processing, and other good practices. Minor damage, such as a loose binding, should be fixed quickly, as should page wear and tear. Users should be made aware of the importance of book care and maintenance. They should be told that dumping books, improperly storing books, folding the corners/edges of pages, flipping pages with saliva, and other practices harm books and shorten their lives. Users should avoid using sharp objects on books and highlighting text with ink or pencil.

Disasters may strike at any moment in any library. As a result, preventative actions may help to limit the degree of the harm. Electric lines and cables of approved grade should be used to avoid fires within a library. A fire extinguisher should also be present at a library. Inside the library, any kind of fire or open flame should be forbidden. Standard precautions should be taken to avoid future calamities. The structure of a library should be earthquake resistant. Libraries in flood-prone locations should be located on the first or second floors of the building. Preventive

actions should also be done as much as feasible to minimize harm. Conservation refers to the practice of restoring damaged artifacts or library materials so that they may be utilized again. If any library item is destroyed, the library should have a conservation program in place to bring it back to life via various treatments. This sector is in charge of shelving, re-shelving, keeping the collection in order, and caring for all forms of library material and accompanying equipment. In reality, the effectiveness of this sector determines the final success of all other sections of a library, including acquisition, categorization, cataloguing, and circulation. If the library collection is not well kept and exhibited, it will not attract library customers and so will not be used to its full potential.

This section is responsible for the following functions: Shelving and Display of Library Material Maintenance of the Collection Preservation of the Library Collection Shelving and Display of Library Material The maintenance section is responsible for the arrangement of books and other material on the library shelves. Work includes shelving new books after processing, reshelving borrowed books returned by members, and reshelving books and other material left on the reading tables by users after usage. The division is also in charge of exhibiting current editions of magazines and newspapers in the reading room, as well as stocking and maintaining non-print material such as films, audio cassettes, CD-ROM, DVDs, and so on. Non-print material is kept apart from the open book stack area. This material is often housed in a media room or computer room, which has the necessary equipment to play these specific media products.

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CONCLUSION

Library functions are built-in functions that are gathered together and stored in a single location known as the library. Each function in this section performs a certain operation. This library functions may be used to get the pre-defined output. Many header files are used to define all C standard library functions. Library material maintenance includes stacking, shelf layout, cleaning, shelving, stock verification, and culling of undesired material. Encyclopedias, dictionaries, thesauri, atlases, and reference handbooks are among the materials available in the library's Reference division. The reference shelves are distinct from the rest of the shelves.

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CHAPTER 3

CONCEPTS OF LIBRARY CLASSIFICATION AND THEIR SIGNIFICANCE

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ABSTRACT:

The arranging of library assets in a logical sequence, from broad to specialized, depending on the major theme of the resources.The process of arranging, grouping, coding, and organizing books and other library materials (such as serials, sound recordings, moving images, cartographic materials, manuscripts, computer files, e-resources, and so on) is known as library classification. It aids in our understanding of the interdependence of several groups of species. To comprehend and investigate the characteristics, similarities, and differences of various living creatures and how they are classified.

KEYWORDS:

Categorization System, Decimal Classification, Colon Classification, Library Classification, Matter Energy.

INTRODUCTION

In everyday life, we utilize categorization to group objects that are similar. Similarly, libraries may include hundreds, thousands, or even lakhs of papers, including not just books but also several other types of information. It becomes difficult to identify the document(s) requested by users if we do not preserve these books/documents in a systematic sequence. It will be very difficult to discover a certain document among the hundreds or thousands of papers accessible in a library without an appropriate categorization system. Library classification is a strategy that aids in the systematic organizing and arrangement of documents and information so that users may efficiently access sources of information[1].

The whole realm of knowledge is organized into multiple multidimensional topic areas. Each categorization method separates the world of knowledge into distinct classes defined by certain notations, symbols, and numbers, for example. The library categorization serves two purposes: i. Document shelf layout, Document subject analysis, Aids in the automatic and semi-automated retrieval of information, Aids in the retrieval of data or information. The library categorization of a document consists of two phases. First, the "aboutness" of the content is determined, and then, using the system's notation, a class number is allocated to the material depending on the categorization method employed in a certain library. In library categorization systems, each document may only be assigned to one class, known as the principal class. Because a book may only have one physical location, this is done for shelving reasons. According to Dr. Ranganathan, the Main Class is "the fairly homogeneous conventional regions of knowledge that

together form the first order array of classes that are mutually exclusive and completely exhaustive of the field of knowledge."

The primary classes in all categorization systems may not be the same. The principal classes in that categorised system are those that show as significant divisions of the realm of knowledge. After organizing the information into a number of major classes, the following step is to indicate the aspects of each main class that are derived from the main classes. These represent a certain aspect of a topic[2].A library categorization is a method of organizing information in which sources are sorted and organized in a systematic manner. Library classifications are a notational method that describes the order of themes in the classification and enables objects to be kept in the order that they are represented. Library categorization methods put together similar items in a hierarchical tree form. A faceted classification system, which enables the assignment of many classes to an item and allows the classifications to be organized in a variety of ways, is also extensively used.

A component of library and information science is library classification. It differs from scientific classification in that its goal is to provide a useful ordering of documents rather than a theoretical organization of knowledge. Although its goal is to provide a useful ordering of documents, it does generally attempt to adhere to accepted scientific knowledge. Library classification helps to accommodate all newly published literature in an already created order of arrangement in a filial sequence.Library categorization may be described as the arrangement or description of books on shelves in a way that is most beneficial to persons who read, with the ultimate goal of grouping related items together. Library categorization is intended to fulfill four goals: systematic ordering of domains of knowledge, bringing similar objects together in the most beneficial sequence, orderly access on the shelf, and providing a place for each item on the shelf.

Library classification differs from the use of subject headings in that classification organizes knowledge into a systematic order, whereas subject headings provide access to intellectual materials through vocabulary terms that may or may not be organized as a knowledge system. The characteristics that a bibliographic classification requires to achieve these goals are: a useful sequence of subjects at all levels, a concise memorable notation, and a concise memorable notation[3].

Bibliographers such as Conrad Gessner employed categories before library classifications. The first library categorization systems classified books into major topic areas. The Pinakes by Callimachus, a scholar in the Library of Alexandria in the third century BC, is the first known library categorization method. "Libraries were organized according to the whims or knowledge of individuals in charge." This affected the manner in which diverse resources were categorized. Some collections were organized by language, while others were organized by printing method.Following the printing revolution in the sixteenth century, the rise in accessible printed books rendered such broad categorization impracticable, necessitating the development of more granular categories for library resources in the nineteenth century.

In 1627, Gabriel Naudé released Advice on Establishing a Library. He was working at President Henri de Mesmes II's private library at the time, which housed roughly 8,000 printed volumes

and many more Greek, Latin, and French written manuscripts. Despite the fact that it was a private library, academics with references had access to it. The goal of Advice on Establishing a Library was to define principles for private book collectors to arrange their collections in a more organized manner in order to maximize the utility and attractiveness of the collection. Naudé devised a categorization system based on seven categories: religion, medicine, law, history, philosophy, mathematics, and the humanities. These seven courses were eventually expanded to twelve. Although Advice on Establishing a Library was about a private library, Naudé advocated the notion of public libraries available to all people regardless of their capacity to pay for access to the collection inside the same book[4].

The Bibliothèque Mazarine in Paris was one of the most well-known libraries that Naudé worked to modernize. Naudé worked as a librarian there for fifteen years. Because of Naudé's strong conviction in universal access to libraries, the Bibliothèque Mazarine became France's first public library about 1644.Although libraries have been organizing their holdings since the fifth century BC, the Paris Bookseller's classification, founded in 1842 by Jacques Charles Brunet, is widely regarded as the first modern book classification. Brunet taught five key subjects: religion, law, sciences and arts, belles-lettres, and history.

There are several conventional library categorization systems in use, and many more have been suggested throughout the years. However, classification systems may be classified into three groups based on how they are used:Covers all topics, such as the Dewey Decimal Classification (DDC), the Universal Decimal Classification (UDC), the Library of Congress Classification (LCC), and the Colon Classification (CC).Covers certain topics or sorts of resources, e.g.Iconclass (art), British Catalogue of Music Classification, and Dickinson classification (music), or the National Library of medical Classification (medical).Subject headings are alphabetically listed, and numbers are allocated to each heading in alphabetical order.Subjects are classified in a hierarchical order, from most broad to most particular.Subjects are subdivided into orthogonal aspects that are mutually exclusive.

There are few fully enumerative or faceted systems; most systems are a hybrid, favoring one kind over the other. The most prevalent categorization systems, LCC and DDC, are primarily enumerative, with some hierarchical and faceted features (more so in DDC), particularly at the broadest and most generic level. The colon classification of S was the first truly faceted system. Ranganathan, R.Under the umbrella of cataloging and classification, library classification is connected with library (descriptive) cataloging, which is frequently clubbed together as technical services. A cataloger or catalog librarian is a library professional who works on categorizing and classifying library assets. One of the two instruments used to ease topic access is library categorization systems. Thesauri and Subject Headings systems are examples of alphabetical indexing languages[5].

A piece of work is classified in the library in two processes. First, the material's theme or topic is determined. Following that, a call number basically a book's address depending on the categorization system in use at the specific library will be given to the work using the system's notation.Unlike topic headings or thesauri, where many words may be given to the same work, each work can only be assigned to one class in library categorization systems. This is due to shelf

constraints: a book can only have one physical location. However, in categorized catalogs, there might be both primary and additional entries. Most classification systems, such as the Dewey Decimal Classification (DDC) and the Library of Congress Classification, assign a cutter number to each work, which includes a code for the work's principal entry (primary access point) (e.g. author).

In most libraries, classification systems serve two purposes. First, they ease topic access by letting the user to discover what works or papers the library has on a certain subject. Second, they offer a known location for the information source (e.g., where it is shelved).Because most libraries had closed stacks until the nineteenth century, library categorization functioned solely to arrange the topic catalog. To facilitate topic browsing, libraries opened their stacks to the public in the twentieth century and began to shelve library material themselves according to some library categorization[6].

Some categorization systems are more suited for assisting topic access than for shelf placement. For example, Universal Decimal Classification, which employs a sophisticated notation of pluses and colons, is more difficult to utilize for shelf layout but more expressive in terms of displaying links between topics than DDC. Similarly, unless the user knows the citation sequence, faceted categorization algorithms are more difficult to utilize for shelf layout.Depending on the size of the library collection, some libraries may utilize categorization systems exclusively for one of two purposes. In extreme circumstances, a public library with a modest collection may just employ a categorization system for resource finding rather than a complex topic classification system. Instead, all materials may be divided into a few broad categories (tourism, crime, publications, and so on). This is a "mark and park" categorization approach, often known as reader interest classification.

Facets of a Main Class First, we'll define facets and isolates in the context of library categorization. Facet is a general name for the constituents of a fundamental topic, such as a basic facet or an isolate facet of a compound subject. An isolate is any thought or idea sophisticated enough to be a component of a topic but not considered a subject in and of itself. There are two types of isolates: common isolates and unusual isolates. Facets do not emerge when we split the universe of knowledge up to the Main Class level. However, when it comes to dividing a Main Class, the idea of facets occurs in certain cases[7].

Facets are used to separate a major class into its potential divisional features. Because the Main Class comprises a lot of smaller units of concepts or entities, one way to divide them is to put them all into one successive sequence. Another way for dividing a primary class is to first separate it into its potential aspects. The procedure is known as recognition of categories inside a class. As a result, each class specified in a scheme of classification of the universe of knowledge's first order array is classified as a primary class. The Colon Classification system includes both the fundamental topics and their aspects (which include isolates). An isolate is a phrase that mediates a basic subject, while a basic subject may stand alone. The core topic is named first in order to get a class number. The isolates are then inserted using a facet formula. According to this formula, each isolation in each aspect is a manifestation of one of the five basic categories: personality, matter, energy, space, and time. A subject's distinctive feature is his or

her personality. Matter is the physical stuff from which a topic is made. Any activity that happens with regard to the topic is defined as energy. The geographic component of a subject's location is referred to as space. And time is the period with which a topic is related. As previously stated, a topic or primary class is separated into five essential groups.

DISCUSSION

Dr. Ranganathan coined the acronym PMEST, which stands for Personality, Matter, Energy, Space, and Time. A topic may have a personality, a matter, an energy, a space aspect, and a time aspect. Mills' basic category, Time, "is usually embodied in periods." "The fundamental category time occurs in every subject, forming a local description of any subject's local history," says Dr. Ranganathan. Time suggests that the entities classified as distinct topics must change in structure, meaning, and historical development as time passes. The history of the 18th century differs from that of the 15th century. "The earth's surface is a manifestation of the category 'Space,'" says Dr. Ranganathan[8].

It appears in every topic, producing a local description or local history of each subject." The majority, if not all, of the subjects manifest in connection to continents, nations, and their subdivisions. A schedule of Geographical Divisions may be linked to a topic in CC (Colon Classification). In DDC (Dewey decimal classification), there is a space facet usable under the class History, and the facet is accessible across the scheme under the direction divide, such as 940-999. In the following instances, the word for space is included in brackets. i. Agriculture in (India) till 1990 ii. Energy, according to Mills, is "a category of facets which characterize the exercise of energy, i.e., activities, operations, processes, problems, etc." Palmer and Wells believe that Energy "usually presents itself as a problem to be solved, or a mode of work or approach." Dr. Ranganathan refers to the facet based on the characteristic Energy as the problem facet in his Colon Classification.

Thus, the basic Energy encompasses a major class's difficulties, actions, including methods, functioning, and so on. Many key courses will have specific modules that deal with the subject's difficulties. These issues are often relevant to all of the class's organs. Certain processes and acts in Agriculture, like as sowing and harvesting, are also classified as Botany; units dealing with function, such as physiology and disease, are classified as Zoology and Medicine. Isolates, which include the category Energy, are often significant acts in the topic and indicate a larger effect on the subject from two. directions. The first is when they refer to the class as a whole, while the second is when they refer to the subject's organs separately. According to Dr. Ranganathan, the energy aspect in a major class may present itself in various rounds of energy, such as 2E=second round of energy after 1E, 3E=third round of energy after 2E, and so on[9].

In agriculture, the energy focus'manuring' must be followed by another energy aspect that includes foci (facets) including collecting, grading, and application. Another example comes from the field of medicine. Pathology or illness is a problem, thus it is [1E] of the topic. Treatment and surgery, on the other hand, are for activities on diseases themselves, so they are [2E] of the subject. According to Dr. Ranganathan, matter is a basic category capable of revealing itself as a "constituent of a whole." Mills, on the other hand, claims that "matter is the

category of facets that reflect substances, materials, and so on." It is clearly manifested in most technologies and many natural sciences; and it is generally absent from theoretical disciplines such as Law, Economics, Literature, and so on." Vikery believes that "Matter comprises constituent materials of all kinds." Library Science, Engineering, Sculpture, Painting, and Music are among those included in CC. The Matter aspect has received a lot of attention in the 7th version of the Colon Classification. "Matter" is classified into three types. Matter is made up of three components: matter material, matter property, and matter method. Matter, for example, appears as reading material in the Main class of Library Science. Matter is utilized as a painting substance in the lesson Painting. Matter appears in the class Music as musical instruments, and so forth. Dr. Ranganathan was persuaded that the aspect "Matter" should be divided into three groups, and that many isolates from the facet "Energy" should be moved to "Matter Property."

The basic category of 'Personality' is the most tangible, whereas the category of 'Time' is the most abstract or least concrete. The Personality aspect denotes the central theme of the topic at hand. 'The word personality is employed for the completeness of any topic,' write Palmer and Wells. Personality inheres in the topic and lends color to the other essential notions, changing them into tangible objects.'The Personality aspect is of primary significance in many subjects belonging to many classes, and it is the most recognized facet for a class's experts. In many disciplines, personality is the initial aspect, and it is often observed that the other facets serve as qualities of personality for further subdivision. Matter, Energy, Space, and Time are often needed in connection to the personality aspect. The other aspects are less important in comparison to the major class. There can be no organ, component, attribute, action, or anything else without personality.

Dr. Ranganathan believes that if a thought cannot simply fit into the other four categories, it is most likely a Personality aspect. He goes on to say that personality is only discernible via elimination. When the manifestations of Time, Space, Energy, and Matter in the subject are separated, the residue is often shown to represent a personality component. This is known as the Residue Principle. The Personality aspect has a variety of levels into which the whole personality is divided. These are known as personality facet levels, such as P1, P2, P3, P4, and so on. The various stages are organized using the concepts of helpful sequence.

In the early twentieth century, Dr. Ranganathan revolutionized categorization by introducing a dynamic and nuanced system that could rapidly adapt to new topics and contain additional details and sub-categories. The Alien-Penumbral-UmbralPenumbral-Alien, or APUPA system/pattern, was one of his concepts. It categorizes information depending on how closely it relates to a given subject. He developed the APUPA pattern to categorize books and materials based on their relevance to the searcher. Documents are divided into three groups using this method: alien, penumbral, and umbral.

An Umbral document denotes a relevant document that is of primary interest to library members. A Penumbral text is intended for the readers' peripheral interests. This kind is somewhat relevant and is tied to an Umbral document in some manner. An alien document is irrelevant and consequently unnecessary for the reader. As a result, we can identify the pattern that suggests that every useful sequence of books is Alien- Penumbral- Umbral- Penumbral- Alien, i.e., the

APUPA arrangement. Thus, the APUPA pattern organizes the most significant documents in the center, papers of minimal significance on both sides of the relevant document, and documents that are completely unrelated are distant from the center. This is the most effective method for preserving filiatory sequence. The filiatory sequence entails placing all of the entities in a field of knowledge in a particular order, in one line, based on the degree of their reciprocal affinities. As a result, a useful sequence is one that follows the APUPA pattern[10].

APUPA patterns are ever-changing. Any book or other resource under a categorization system may be an Umbral source, and depending on the topic, any resource can also be Penumbral or Alien. As previously stated, this sequence places the most important entries in the center. Records that are linked to it are placed before and after it, while those that are completely detached are placed away from the Umbral. This kind of APUPA layout provides the reader a lot of delight. If it succeeds, it is considered to be fully compliant with all Five Laws of Library Science.

This subject explored the concepts of library classification, primary classes, PMEST, document classification procedures, and the APUPA pattern. PMEST, which stands for Personality, Matter, Energy, Space, and Time, has been thoroughly explored. The systems of the Colon Classification (CC) and the Dewey Decimal Classification (DDC) have also been discussed. The different features of document categorization have been illustrated using appropriate examples. In the DDC, you were exposed to the synthesis process[11]. The examples provided have clearly highlighted the synthesis for topic categorization. There are several scenarios and rules in the DDC that need you to use the "add to" procedures on the same base number multiple times.

CONCLUSION

"Library classification is the translation of the name of the specific subject of a book into a preferred artificial language of ordinal numbers and the individualization of the several books dealing with one and the same specific subject by means of another set of ordinal numbers," writes S R Ranganathan.

A systematic technique of arranging and classifying library items based on topic matter and other relevant criteria is known as library classification. It entails using categorization systems and call numbers to guarantee that library patrons can quickly locate and get library resources.

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CHAPTER 4

CATALOGUING AT THE LIBRARY TO ORGANIZE BOOKS

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ABSTRACT:

Cataloging, also known as Cataloguing or Library Cataloging, is the process of creating and maintaining bibliographic and authority records in a library catalog, which is a database of books, serials, sound recordings, moving images, cartographic materials, computer files, e-resources, and so on.A library catalogue may take the following physical forms: book catalogues, card catalogues, microform catalogues, and internet catalogues. Each of these categories has benefits and drawbacks.

KEYWORDS:

Bibliographic Description, Cataloguing Rule, Data Fields, First Level, Library Cataloguing.

INTRODUCTION

Cataloguing is the process of creating and maintaining a database of books, journals, audio-visual materials, and other resources held by a library. Cataloguing is also an art form that creates or maintains library holdings. It entails carefully inspecting various features of the documents being categorized and recording, describing, and indexing them in a methodical way. It is also critical to structure, update, and show the catalogue consistently. These are the areas of activity that are covered by the cataloguing operation.

Figure 1: library catalogue: Diagrmae showing the overview of the library catalogue (Liberian ship studies).

The information in the library catalogue offers several access points for library users seeking for particular materials in the library (Figure.1). Traditionally, the library card catalogue enabled access by author's name, document title, and subject(s) covered in the item. Other points of entry included additional authors, series names, illustrators, and, on occasion, table of contents titles. At the moment, computer catalogues can enable access to any portion of the information included in a document's entry in the library[1]. This section will go over AACR-2 and MARC 21, two popular cataloguing methods for creating catalogue entries.

A collection of guidelines for calculating the information needs of a library catalogue is known as cataloguing rules. Cataloguing rules have evolved over time, but their essential role is to answer the following questions: Which information from a bibliographic item is to be included in the entry? How should the entries in the catalogue be organized? A library catalogue is a tool that improves access to library contents. An effective catalogue functions nearly as a key to the library's documents. It assists users and support employees in quickly locating a document. The greater the access, the more people who utilize the collection, and the happier the user is with his or her search for information in the library[2].

More complex cataloguing criteria are necessary for a bigger collection. Users do not want to go through hundreds of catalogue entries or dozens of library items in order to locate a single library holding. Most cataloging standards are now identical to, or based on, the International Standard Bibliographic Description (ISBD), a collection of criteria developed by the International Federation of Library Associations and Institutions (IFLA) to describe a broad variety of library items. The ISBD is maintained by the IFLA's ISBD Review Group. It aids in the creation of a standard, human-readable bibliographic description, particularly for use in a bibliography or library catalogue.

The primary goal of the ISBD is to create a standard form of bibliographic description that may be used to exchange information across borders. These rules organize a bibliographic description of an item into the following sections title and statement of responsibility (author or editor),Material specific details for example, the scale of a map Publication and distribution, Physical description, Series, Notes, and, Standard Number (ISBN) Each book, while being listed in the catalogue, must be described individually.

This description is known as a document record. A single record of a document is referred to as an entry. Cataloguing Rules/Methods/Codes are used to prepare entries. Most libraries across the globe utilize two methods: AACR-2 and MARC 21. The Anglo-American Cataloguing standards, 2nd Edition, or AACR-2 for short, are the most regularly used set of cataloguing standards in the English speaking world. The Anglo-American Cataloguing Rules (AACR) were developed by the American Library Association, the British Library, and the Canadian Committee on Cataloguing, the Library Association, and the Library of Congress. The first edition was published in 1967, and the second edition was published in 1978 as AACR-2, which was revised in 1988 and is now known as AACR-2R. Depending on the type and size of the library, AACR-2 gives three levels of description for distinct aspects of a document[3].

The various levels of description may be employed depending on the demands of a specific document or library. The first level gives the bare minimum of information required to identify a specific document. In the context of libraries in industrialized nations, the second level contains all of the data that may be regarded required for describing documents that are part of the primary collection of medium to large libraries. The third level contains data on every descriptive element defined in the AACR Code. The three levels of description are as follows: First Level of Description The first level of description has the fewest items.

For this purpose, the general rules 1.1B, 1.1F, 1.2B, 1.3, 1.4D, 1.4F, 1.5B, 1.7, and 1.8B of AACR-2 may be employed. Under the first level of description, the following specifications may be given: title proper/first statement of duty, if it differs from the main entry heading in form or number, or if there is no main entry heading. - A statement about the edition. - Specifics about the material (or kind of publishing). First Publisher, etc., date of publication, etc. - Standard number. - Note(s). The items addressed in the second level of description are as follows: Title proper [GMD] =parallel title: additional title information/first declaration of duty. - The edition statement/first expression of responsibility for the edition. - Specifics about the material (or kind of publication). - First Publisher, etc., Date of Publication, etc. - Extent of item: additional physical details: measurements. - (series proper title/statement of duty, ISSN of series: numbering within series, sub-series title, ISSN of sub-series, numbering within sub-series). – Note(s). - This is a standard number[4].

The third level comprises every conceivable element specified in the standards for cataloguing using AACR-2. The following guidelines should be followed for the placement of the various elements in the catalogue entry. A call number including the Class Number, Book Number, and Collection Number, if applicable, may be printed on the top left corner of the entry. The class number will be put on the fourth line from the top and left edge of the card. The Book Number will be written directly below the Class Number. If the Class Number is longer than 8 digits, it will be put on the third line from the top of the card and may extend over the first and second indentions. St. The main entry's head line will be utilized for either one author or one title. It will begin with the first indentation and end with the third imaginary indentation. When the book is entered under title, it starts with the first indentation and continues with the second indentation. This kind of transcribing is known as hanging indention. The title will begin with the second indentation, on a line below the head line, and will continue with the first indentation. The title and declaration of responsibility, the edition, the substance or kind of publishing, particular information, and the publication, distribution, and so on will all be combined into a single paragraph.

The physical description area will begin with the second indentation and continue with the first indentation. It will also encompass the series area. Both of these parts will be treated as different paragraphs. The note area will begin at the 2 indentation and end at the 1 indentation. If there are many notes, each one should be in its own paragraph. MARC (Machine-Readable Cataloging) standards are a collection of digital formats for describing library objects (such as books). It was created in the 1960s by the US Library of Congress to generate records that could be utilized by computers and shared across libraries[5]. MARC formats had established the national standard

for bibliographic data distribution in the United States by 1971, and the worldwide standard by 1973. There are various MARC versions in use across the globe, the most common of which are MARC 21, which was formed in 1999 as a consequence of the harmonization of US and Canadian MARC formats, and UNIMARC, which is extensively used in Europe. In addition to the format for bibliographic entries, the MARC 21 family of standards now contains formats for authority records, holdings records, categorization schedules, and community information. The MARC 21 Format for Bibliographic Data is intended to transport bibliographic data about printed and handwritten textual works, computer files, maps, music, ongoing resources, visual materials, and mixed materials.

Titles, names, topics, comments, publishing data, and information on the physical st description of an object are all examples of bibliographic data. As the name implies, the format strives to face the challenges of the twenty-first century. A MARC record has three components: the record structure, the content identification, and the data content. Record Structure: The structure of MARC records is an application of national and international standards, such as information interchange format (ANSI Z39.2) and information exchange format (ISO 2709). MARC 21 defines content designation as "the codes and conventions established to explicitly identify and characterize further the data elements within a record and to support the manipulation of those data." Most data components' content is determined by standards other than the formats, such as Anglo-American Cataloguing Rules, Library of Congress Subject Heading, and National Library of Medicine Classification[6].

A MARC 21 format is a collection of codes and content designators that are used to encode machine-readable documents. There are five kinds of data formats defined: bibliographic, holdings, authority, categorization, and community information. It provides a format for encoding data components required to describe, retrieve, and handle different types of bibliographic content. It includes books, serials, computer data, maps, music, visual elements, and mixed media.The Record's Organization A MARC record is divided into three sections: the leader, the directory, and the variable fields. It is identifiable by relative character position and comprises of data components holding coded information. The length of the leader is specified in a string of 24 characters ranging from 00 to 23. It appears at the start of each MARC record. It provides the tag, beginning position, and length of each field inside the record. It functions as a route map for the data contents region.

Directory data is constantly obtained and stored between the Leader and Data contents parts. The Directory is constructed programmatically by a computer for the purpose of identifying data fields using their address, which is a string of 12 numeric characters. The size of the directory section changes based on how many times an address appears in the directory. The directory is terminated by a field terminator character. Variable fields/Data Content A record's data content is separated into variable fields. MARC 21 defines two kinds of variable fields, viz. Variable control fields and variable data fields are also available.

Only structure distinguishes control and data fields. The field terminator, which is a pre-determined special character such as #, @, etc., separates the data fields. The data content is found in the last part of a Record and is terminated by the Record Terminator. Tags and Variable

fields The data in a MARC record is arranged into fields, each of which is identifiable by a three-character tag. MARC 21 formats solely employ numeric tags. Variable fields are divided into blocks or according to the initial letter of the tag, which specifies the role of the data inside a record, e.g., main entry, added entry, topic entry. The rest of the tag identifies the kind of information in the field, such as a personal name, business name, or title. Variable control field The variable control field in MARC 21 formats is the 00x field. It is made up of data and a field terminator. It is devoid of indicators and sub-field codes[7].

It may contain a single data element or a sequence of fixed-length data items identifiable by relative character position. Variable data field Except for 00x, all fields are variable data fields. Following four levels of content designation are provided for variable data fields in ANSI Z39.2, A three character tag, stored in directory entry, Indicators stored in the beginning of each variable data field, Sub-field codes preceding each data element, A field terminator following the last data element in the field A library catalogue is a useful search tool for the effective use of a library. A library catalogue can only satisfy one sort of user approach, such as author approach, title approach, and so on. Format generates output in accordance with international standards. One of the tangible forms of catalogue is the catalogue card, which measures 12.5 cm by 7.5 cm.

While recording the contents of a document in the form of a catalogue entry, indention lines are made primarily to preserve clarity and differentiate one line from another. In the description, each second paragraph begins with two indentions and ends with one. The first heading section/leading section begins with one indentation and continues with two indentions. Except as a suggestion, AACR- 2 R never specifies any indentions in the form of rules in the code. The structure of a major entry, with its eight sections and paragraphs and components, is as follows and/ or alphabetical designation D) Publication, distribution, etc. area Place of Publication, distribution, etc. Name of Publisher, distributor, etc. ,Statement of function of publisher, distributor, etc. (e.g., production company), Date of publication, distribution, etc. including copyright date Place of manufacture, name of manufacturers, date of manufacture, if name of publisher is unknown[8].

The logical record structure, content designation, and data content are all part of the MARC Format. Content designators, field tags, Indicators 1 and 2, and sub-field code all contribute to a computer's ability to meaningfully interpret the content of a bibliographic record. Field Tag: A Field Tag is a three-digit identifier that is used to identify a certain kind of data. Tag 100, for example, stands for principal author. The logical record structure, content designation, and data content are all part of the MARC Format. Content designators, field tags, Indicators 1 and 2, and sub-field code all contribute to a computer's ability to meaningfully interpret the content of a bibliographic record. Field Tag: A Field Tag is a three-digit identifier that is used to identify a certain kind of data. Tag 100, for example, stands for principal author.

DISCUSSION

This subject covered the idea, techniques, and process of library cataloguing. This unit's cataloguing requirements are related to or based on the International Standard Bibliographic Description (ISBD). There are two kinds of cataloguing rules, namely. AACR-2 and MARC 21

have been thoroughly discussed. It also explores three layers of document description using AACR 2. A summary of the main entry and an additional entry is also provided. The MARC21 format has been thoroughly examined. MARC is an abbreviation for Machine Readable Cataloguing. MARC is a precise strategy or pattern for allocating all bibliographic and related information, such as title, author, language, and so on, in an electronic file. It functions as a bibliographic information exchange system, allowing one or more records to be imported from another MARC compliant online catalogue located anywhere in the globe, or records to be exported to another on demand.

Libraries often collect reading and reference resources in a variety of physical formats, which users will utilize for study, reference, research, and other reasons. These items are frequently consulted or circulated, and as a result, some of these materials may not be present on the library shelves at any particular moment. These reading and reference resources may also take many physical forms, such as printed texts, microfilms, or machine-readable formats. They are situated and shelved in various areas of the library, such as sections, rooms, and floors, depending on the most suitable type of storage. For these reasons, it is essential that a library creates and makes available a record of all items acquired by it, regardless of their physical form, in order to offer readers an impression of the full collection owned by it. So the primary goal of a library catalogue is to assist readers in making use of the library's collection by giving author, topic, title, and other approaches to the collection[9].

A library catalogue's principal function is to act as a guide to the collection of items. Essentially, it shows users the document or non-document resources housed in the library and assists them in determining whether or not the contents of their interest are accessible in the library. In other words, a library catalogue functions as both a key to the library's collection and a locating or retrieval tool. All of the goals listed above are still relevant today. Because a library now collects a variety of reading and reference resources, it may be essential to replace the term "book" with "document," which represents both paper-print material and microforms and machine-readable forms. The initial goal of a library catalogue is to notify users about the availability or non-availability of certain reading materials in the library. Readers may access the catalogue by searching for an author or title. The author or title item should convey all relevant information to the reader.

A cross-reference entry should be given if the entry is known by another name or term. The title entries in the catalogue cater to the readers' title approach. Another entry point is a subject's name. In many circumstances, the reader does not approach or search the catalogue using the author's name or the title of a document[10]. His focus is on a certain issue. In such circumstances, the topic entry in the catalogue provides him with the necessary information. A subject's notions may be described in a variety of ways. In producing topic entries for a library catalogue, only prescribed terminology is utilized. The second goal is to demonstrate what a library possesses. The catalogue displays all of the works of a certain author that are available in the library collection, as well as all of the papers accessible in a given topic or kind of literature.

The final goal is referred to as descriptive cataloguing. The properties of the papers are clearly defined according to descriptive cataloguing standards, so that one document may be recognized

and separated from among multiple similar documents. This sort of description is only included in catalogue entries when necessary.

If descriptive cataloguing criteria are implemented indiscriminately, it will result in significant expense. In summary, whatever a library user's attitude is, the library catalogue should express it.

CONCLUSION

A library catalog is a list of every item in a library. Prior to the invention of the computer, library books were catalogued in card catalogs, which were cabinets of drawers filled with index cards: author cards, title cards, and topic cards.The primary goal is to document, characterize, and index a collection's holdings. When a library's collection becomes too enormous, the catalog becomes very vital.

Its purpose is to remember the things in a library.Descriptive cataloging is the extraction of bibliographic information (author names, title, publisher, date of publication, etc.) from each item; topic cataloging is the assigning of subject categories or headings to such objects.An online library catalog is a bibliographic database that details the books, videotapes, magazines, and other materials held by a certain library. The online library catalog developed from the library card catalog, which was printed.

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CHAPTER 5

DOCUMENT PROCESSING AND RECORD MANAGEMENT

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ABSTRACT:

Document management is the process of gathering, storing, managing, and routing documents in order to improve company or organizational efficiency. Manual techniques for monitoring paper documents were utilized in the early days of document management, such as filing cabinets, file storage rooms, or mail rooms. Document management ensures responsibility for the process of document generation; records management ensures accountability for maintaining records required to perform the organization's operations.

KEYWORDS:

Digital Records, Document Processing, Electronic Records, Life Cycle, Legal Hold.

INTRODUCTION

Document processing is a topic of study as well as a collection of manufacturing procedures aimed at converting an analog document to a digital one. Document processing is more than just photographing or scanning a document to create a digital picture; it is also about making it digitally understandable. This comprises extracting the document's structure or layout, followed by the content, which might be text or graphics. Traditional computer vision methods, convolutional neural networks, or manual labor may be used in the process. The issues addressed are related to semantic segmentation, object detection, optical character recognition (OCR), handwritten text recognition (HTR), and, more broadly, transcription, whether automatic or manual. It is used in a wide range of industrial and scientific disciplines to improve administrative procedures, mail processing, and the digitization of analog archives and historical documents[1].

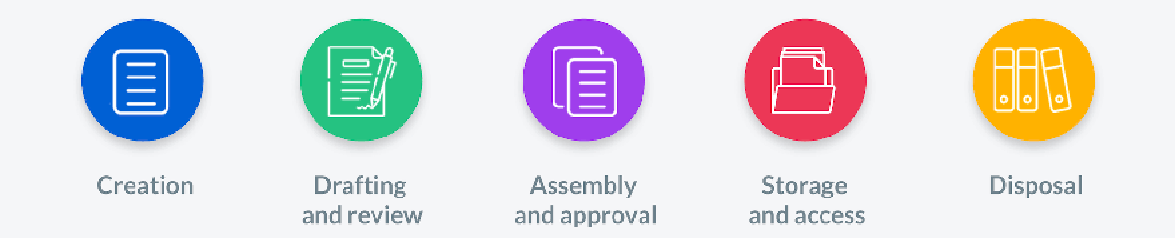

Figure 1: Diagram showing the components involved in the Document management process (Blog box).

Document processing was, and still is, a kind of production line activity that deals with the handling of documents, such as letters and packages, with the goal of sorting, extracting, or

massively extracting data (Figure.1). This job might be done in-house or via business process outsourcing. Document processing may entail some type of externalized manual labor, such as mechanical Turk.As an example of manual document processing, as recently as 2007,"millions of visa and citizenship applications" required "approximately 1,000 contract workers" to "manage mail room and data entry."

While document processing involved data entry via keyboard long before the use of a computer mouse or a computer scanner, a 1990 article in The New York Times about the "paperless office" stated that "document processing begins with the scanner." In this context, a former Xerox vice-president, Paul Strassman, expressed a critical opinion, saying that computers add rather than reduce the volume of paper in an office[2].

Automated document processing

As technology matured, document processing evolved to handle "document components... as database entities."Automatic document processing (ID), also known as intelligent document processing (ID), emerged as a subset of Intelligent Process Automation (IPA), combining artificial intelligence such as Machine Learning (ML), Natural Language Processing (NLP), or Intelligent Character Recognition (ICE) to extract data from various types of documents.

Automatic document processing is applicable to a wide variety of documents, whether organized or unstructured. In the world of business and finance, for example, technologies can be used to process paper-based invoices, forms, purchase orders, contracts, and currency bills. Financial institutions use intelligent document processing to process large volumes of forms, such as regulatory forms or loan documents. ID employs artificial intelligence to extract and categorize data from documents, replacing human data input.

Document processing technologies in medicine have been developed to improve patient follow-up and reduce administrative operations, particularly through digitizing medical or laboratory analytical data. The purpose is also to standardize medical databases. Algorithms are also employed directly to aid clinicians in medical diagnosis, such as by evaluating magnetic resonance imaging or microscopic pictures.In the humanities and digital humanities, document processing is also commonly employed to extract historical big data from archives or cultural collections. Different methodologies were created for different sources, such as textual materials, such as newspaper archives, but also images, or maps.Traditional computer vision algorithms were widely used to solve document processing problems from the 1980s onwards, but were gradually replaced by neural network technologies in the 2010s. However, traditional computer vision technologies are still used in some sectors, sometimes in conjunction with neural networks[3].

Many technologies, particularly optical character recognition (OCR) and handwritten text recognition (HTR), which enable text to be transcribed automatically, aid in the development of document processing. Text segments are detected using instance or object identification techniques, which may also be used to identify document structure. Semantic segmentation methods are occasionally used to solve the latter difficulty.These technologies are often at the heart of document processing. Other algorithms, however, may interfere before or after these

processes. Document digitization methods, whether traditional or three-dimensional scanning, are also involved. The digitization of 3D documents, in particular, may rely on photogrammetry derivatives. Specific 2D scanners must sometimes be designed to adapt to the size of the papers or for scanning ergonomics reasons. Document processing is also dependent on the digital encoding of the documents in a suitable file format. Furthermore, image categorization systems may be used to handle heterogeneous datasets.

Image completion, extrapolation, and data purification methods are at the opposite end of the chain. Natural language processing (NLP) technology may be used to understand textual content.Records management, also known as records and information management, is an organizational activity that manages information in an organization throughout its life cycle, from production or reception through final dispose[4]. This includes identifying, categorizing, storing, securing, retrieving, tracking, and permanently destroying or preserving records. The ISO 15489-1: 2001 standard ("ISO 15489-1:2001") defines records management as " field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities."

The records of an organization maintain features of institutional memory. The ability of records to be reused is significant in choosing how long to keep them. Many are saved as documentation of activities, transactions, and choices. Others document what happened and why. The purpose of records management is part of an organization's broader function of governance, risk management, and compliance and is primarily concerned with managing the evidence of an organization's activities as well as the reduction or mitigation of risk associated with it.

The term "record" has many meanings. Records are defined as "information created, received, and maintained as evidence and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business". While there are many purposes and benefits to records management, as this definition highlights, one key feature of records is their ability to serve as evidence of an event. Proper records management may aid in the preservation of this aspect of records.

Recent and extensive research have defined recordings as "persistent representations of activities" as captured or made by participants or observers. Previous definitions of records have emphasized their evidential and informational properties. In organizational contexts, records are materials created or received by an organization in the course of business, or in pursuit of or compliance with legal obligations [5]. This organizational definition of record stems from the early theorization of archives as organic aggregations of records that is "the written documents, drawings, and printed mattes."

Documents are not always records. A record is a document that is kept purposefully as documentation of an activity. In general, records management systems discriminate between records and non-records (convenience copies, rough drafts, duplicates) that do not need formal administration. Many systems, particularly those for electronic records, need items to be explicitly declared as records in order to be maintained. Once proclaimed, a record cannot be

modified and may only be disposed of according to the system's regulations. Access controls may be applied to records to limit who has access to them and under what conditions. Physical controls may be used to keep private documents safe; for example, personnel files containing sensitive personal data can be kept in a locked cabinet with a control log to monitor access. Job-based access controls in digital records systems enable permissions to be assigned to personnel based on their job in the organization. To protect the integrity of the documents, an audit trail of every access and modifications may be kept.

The storage of records might vary within the organization, just as the organization's records come in a number of forms. The owner, designee, a records repository, or a clerk may be in charge of file maintenance. Records may be handled in a centralized place, such as a records center or repository, or dispersed among numerous departments and locations within the institution. Records may be officially and discreetly recognized by coding and kept in folders specially built for maximum security and storage capacity, or they can be casually identified and filed with no obvious indexing. When an organization manages records carelessly, it is difficult to access and recover information when it is required. Inefficient file maintenance and storage systems may be expensive in terms of lost space and time spent looking for data.

An inactive record is one that is no longer required to perform current business but is kept until the end of its retention term, such as when a project is completed, a product line is discontinued, or the end of a fiscal reporting period is reached. These documents may have future commercial, legal, tax, or historical importance for the company and must thus be kept for a short or long time. The retention schedule governs how records are handled. Once a record's life has been fulfilled and there are no legal holds outstanding, it is allowed for ultimate disposal, which may include destruction, transfer, or permanent preservation. A disaster recovery plan is a documented and authorized plan of action that explains how an organization will restore vital business services and retrieve damaged or jeopardized data when a catastrophe hits[6].

An active record is one that is required to conduct current actions, is often used, and is generally positioned near the user. In the past, the term "records management" was occasionally used to refer to the management of documents that were no longer in daily use but required to be retained - "semi-current" or "inactive" records, which were frequently held in basements or elsewhere. More recent use refers to the full "lifecycle" of records, beginning with their production and ending with their ultimate destruction.

Records must be recognized and handled regardless of their format or medium, hence the format and media of records are largely unimportant for the purposes of records administration. In addition, section DL1.105 of the United States Department of Defense standard DoD 5015.02-STD defines Records Management as "the planning, controlling, directing, organizing, training, promoting, and other managerial activities involving the life cycle of information, including creation, maintenance (use, storage, retrieval), and disposal, regardless of media."

The recordings life-cycle is made up of distinct stages that span the life of a record from its production to its ultimate disposal. Modern electronic systems expand record growth throughout the creation process. As the firm performs its business, records will continue to be produced and

collected at an exponential pace. Correspondence about a product failure is written for internal leadership, financial statements and reports are created for public and regulatory scrutiny, the old corporate logo is retired, and a new one - complete with color scheme and approved corporate font - takes its place in the organization's history.Examples of record phases include those for record creation, record alteration, and record movement through its many stages while in existence, and record annihilation[7].The records and information management professional in charge of organizational programs addresses concerns like as security, privacy, disaster recovery, developing technologies, and mergers across the records life cycle. Records and information management experts play an important role in regulating and securing the entity's information assets. They understand how to manage the creation, access, distribution, storage, and disposition of records and information in an efficient and cost-effective manner, in accordance with records and information laws and regulations, by employing records and information management methodology, principles, and best practices.

The records continuum theory is an abstract conceptual model that aids in the comprehension and exploration of recording operations in connection to different contexts across space and time.A records manager is someone who is in charge of records management in an organization.Implementing a retention strategy for the disposal of documents that are no longer necessary for operational reasons; this may entail either their deletion or permanent preservation in an archive, depending on organizational rules, legislative obligations, and other restrictions.Principles of records management and automated records-management systems help in the collection, categorization, and continued maintenance of documents throughout their existence. Records management is defined as "the field of management responsible for establishing and implementing policies, systems, and procedures to capture, create, access, distribute, use, store, secure, retrieve, and ensure disposition of an organization's records and information" by ARMA International.

Such a system might be paper-based (such as index cards used in libraries) or computer-based (such as an electronic records-management program).A defensible solution is one that is supported by clearly documented policies, processes, and procedures that govern how and why work is performed, as well as one that has clearly documented proof of behavior patterns demonstrating that an organization adheres to such documented constraints to the best of their ability[8].While defensibility applies to all aspects of the records life cycle, it is most important in the context of records destruction, where it is known as "defensible disposition" or "defensible destruction," and assists an organization in explicitly justifying and proving things like who destroys records, why they destroy them, how they destroy them, when they destroy them, and where they destroy them.

Documents managers utilize record type classification or categorization to logically arrange documents generated and managed by an institution. Such categories aid in functions such as record production, organization, storage, retrieval, movement, and destruction.Physical versus electronic documents are the greatest degree of categorization. This is debatable; records are defined as such independent of medium; ISO 15489 and other best practices advocate a functions-based, rather than media-based, categorization, since the law defines records as certain

types of information regardless of media. Physical records are those that can be handled and take up physical space, such as paper.Electronic records, often known as digital records, are records created and maintained by information technology equipment.Classification of records is accomplished via the creation, maintenance, and implementation of taxonomies, which enable records managers to conduct operations such as classification, tagging, segmenting, or grouping of information based on different characteristics.

Enterprise records are those that are common to most businesses, regardless of their function, purpose, or industry. Such records often revolve around an enterprise's day-to-day activities and include, but are not limited to, litigation, staff management, consultant or contractor management, client engagements, purchases, sales, and contracts.For-profit firms, non-profit organizations, and government agencies are among the organizations that create and use such data.Industry records are ones that are common and only applicable to a single industry or collection of industries. Medical sector records (e.g., the Health Insurance Portability and Accountability Act), pharmaceutical industry records, and food industry records are other examples.

Legal hold records are those that are ordered to be retained for a length of time, generally by legal counsel or compliance employees, by a government or an organization, for the purpose of resolving possible concerns linked with compliance audits and litigation. Such records are allocated Legal Hold qualities in addition to categories based on business or industry classifications.Legal hold data characteristics may include, but are not limited to, legal hold flags (e.g. Legal Hold = True or False), the organization driving the legal hold, explanations of why records must be legally held, how long records must be kept for, and the hold location.

DISCUSSION

A records retention schedule is a document that describes how long specific categories of documents must be kept before they may be destroyed. It is often created utilizing archival appraisal principles and examination of business and legal settings within the desired countries. In order for the retention schedule to be used, a number of criteria must be established and examined for implementation.Managing physical records requires a range of disciplines or talents, as well as a variety of types of knowledge. An item must be authenticated if it is offered as a legal record. To ensure that a document or item is not a fake and that any damage, change, or missing material is noted, forensic specialists may need to analyze it. In extreme circumstances, artifacts may be examined under a microscope, x-rayed, radiocarbon dated, or chemically analyzed. This degree of verification is uncommon, but it requires extra attention in the production and management of an organization's data[9].

Records must be kept in a form that allows them to be accessed and protected against environmental degradation. A normal paper document in an office may be kept in a file cabinet. However, some businesses use file rooms with sophisticated environmental controls such as temperature and humidity.To safeguard against fire, flood, earthquakes, and violence, vital data may need to be housed in a disaster-resistant safe or vault. In extreme circumstances, such as the actual, signed US Constitution, the object may need both disaster-proofing and public access.

Civil engineers may be needed to ensure that the file room can withstand the weight of shelves and file cabinets filled with paper; historically, some military vessels were designed to include the weight of their operating procedures on paper in their ballast equation[citation needed] (modern record-keeping technologies have transferred much of that information to electronic storage). Many organizations, in addition to on-site record storage, run their own off-site records centers or contract with commercial records centers.

In addition to being able to keep documents, businesses must also be able to retrieve them in the event that they are required for a reason such as an audit or litigation, or in the event that they are destroyed. When dealing with electronic records, record retrieval capabilities become more complicated, particularly if they have not been correctly marked or categorized for discovery.Circulation refers to tracking a record when it is not in its usual storage location. Simple written recording techniques are often used to address this. However, many contemporary records settings detect the movement of records using a computerized system that includes bar code scanners or radio-frequency identification technology (RFID). These may also be used for periodic audits to detect unlawful record movement[10].

Records disposal may not necessarily imply destruction. Transfer to a historical archive, museum, or private person might also be included. Organizations discard or delete records for a variety of reasons, including enormous amounts of paper records and the inaccessibility of active paper records. Documents destruction should be permitted by law, legislation, regulation, or operational practice, and documents should be disposed of with care to minimize unintended information exposure. Starting with a data retention plan and rules and procedures that have been authorized at the highest level, the process must be well-documented. An inventory of the documents disposed of should be kept, together with verification that they were destroyed. Records should never be abandoned as trash. Most businesses utilize methods such as pulverization, paper shredding, or incineration.

Commercially available solutions may handle records through all stages of their life cycle, including active, inactive, archive, retention scheduling, and destruction. RFID technology is also used by some to track tangible files.The basic concepts of records management apply to all types of records. However, digital records bring unique concerns. When records do not have a physical presence, it is more difficult to guarantee that their content, context, and structure are saved and safeguarded. This has significant ramifications for record validity, dependability, and trustworthiness.

Much research is being done on digital record management. One such endeavor is the International Research on Permanent Authentic Records in Electronic Systems (InterPARES) Project. The InterPARES Project, based at the School of Library, Archival, and Information Studies at the University of British Columbia in Vancouver, British Columbia, Canada, is a collaborative project of researchers from around the world dedicated to developing theories and methodologies to ensure the reliability, accuracy, and authenticity of digital records.Functional requirements for computer systems to manage digital records have been developed by the United States Department of Defense, the United Kingdom's National Archives, and the European Commission, whose MoReq (Model Requirements for the Management of Electronic Records)

specification has been translated into at least twelve languages with funding from the European Commission[11]. There are particular worries regarding the capacity to access and read digital records over time, since the quick speed of technological progress may render the software used to produce the records outdated, rendering the data inaccessible. A significant amount of research is being conducted to solve this under the umbrella of digital preservation. The Victorian Electronic documents Strategy (VERS), released by the Public Record Office Victoria (PROV) in Melbourne, Australia, comprises a standard for the preservation, long-term storage, and access to permanent electronic documents. All Victorian Government agencies have embraced the VERS standard. PROV has built a digital archive to provide the general public access to permanent documents. Archives New Zealand is also working on establishing a digital archive.

Electronic Tax documents are computer-based/non-paper versions of documents needed by tax authorities such as the IRS. Because the notion is new, there is much misunderstanding over what constitutes acceptable digital documents for the IRS. Publication 583 and Bulletin 1997-13 touch on the issue, but not in great depth.Businesses and individuals that want to convert their paper records into scanned versions may be putting themselves at danger. For example, it is unknown whether an IRS auditor would accept a scanned copy of a purchase receipt in JPEG, PNG, or PDF format for a deducted expenditure item.

While public administration, healthcare, and the legal profession have long been interested in records management, the private sector has been less so. This has altered in recent years as a result of increased compliance standards, which have been prompted in part by scandals such as the Enron/Andersen incident and more recent issues at Morgan Stanley. Corporate record compliance challenges, such as retention period requirements and the necessity to disclose information as a consequence of litigation, have become critical. Sarbanes-Oxley Acts in the United States have resulted in increased standardization of records management processes. Since the 1990s, the change to electronic records has necessitated tight collaboration between records managers and IT managers, especially in terms of legal considerations centered on compliance and risk management.

Privacy, data protection, and identity theft are all becoming more important problems. As a consequence, the function of the records manager in the preservation of an organization's documents has expanded. The necessity to guarantee that personal information is not kept indefinitely has increased the importance of retention schedules and records disposal.The growing significance of openness and accountability in government, as seen by the widespread adoption of freedom of information legislation, has shifted attention to the necessity to manage records so that they are freely accessible to the public. For example, Section 46 of the Freedom of Information Act 2000 required the government to publish a Code of Practice on Records Management for Public Authorities in the United Kingdom. Similarly, European Union legislation on Data Protection and Environmental Information, which requires organizations to disclose information on request, creates a need for effective management of such records.

Implementing essential changes to organizational culture is a significant problem, since records management is often seen as an unneeded or low priority administrative work that may be

undertaken at the lowest levels of a company. Poor records management has resulted in reputational harm, demonstrating that records management is the responsibility of all personnel within an organization. The unquestioning adoption of electronic document and records management systems has been a source of contention among records managers.

Another topic of great interest to records managers is the impact of the internet and related social media, such as wikis, blogs, forums, and companies like Facebook and Twitter, on traditional records management practices, principles, and concepts, because many of these tools allow for the rapid creation and dissemination of records, often anonymously.Many companies have a severe task in monitoring records throughout their full information life cycle such that it is always evident where a record resides or whether it exists at all. The ability to monitor records throughout their life cycles enables records management professionals to understand when and how to apply records-related regulations, such as legal hold or destruction restrictions.

As the world becomes more digital, converting current or incoming paper documents to electronic form is becoming an increasingly important challenge for the records management sector. Such conversions are often undertaken in the hopes of conserving storage costs and space, as well as lowering record retrieval time.To aid such conversions, tools such as document scanners, optical character recognition software, and electronic document management systems are utilized.Many schools and universities offer library and information science degree programs that include records management. Furthermore, professional organizations provide a second, non-degreed professional certification for practitioners, known as the Certified Records Manager credential or CRM.A computer application or combination of programs used to monitor and save records is known as an Electronic Document and Records Management System. The phrase differs from imaging and document management systems, which focus on paper capture and document management, respectively. Electronic records management systems (ERMS) often include particular security and auditing capability that is customized to the demands of records managers.

The National Archives and Records Administration (NARA) has given its support to the U.S. Records Management Vendors can be certified as compliant with the DoD 5015.2-STD after verification from the Joint Interoperability Test Command, which builds test case procedures and writes detailed and summary final reports on 5015.2-certified practioners.The National Archives in the United Kingdom released two sets of functional criteria to encourage the development of the electronic records management software market (1999 and 2002), and it launched a program to assess solutions against the 2002 standards. While these standards were developed in partnership with central government, they have been enthusiastically adopted by many areas of the UK and other parts of the world's public sector. The testing program is now closed; the National Archives no longer accepts testing applications. The National Archives 2002 regulations are still in effect.

Although not a formal standard, the European Commission published "MoReq," the Model Requirements for Electronic Records and Document Management, in 2001. Although not a formal standard, it is widely regarded and referred to as such. This was funded by the Commission's IDA program and was developed at the request of the DLM Forum. MoReq2, a

major update to MoReq, was published in February 2008. This, too, was initiated by the DLM Forum and funded by the European Commission, this time through its IDABC program (the successor to IDA). MoReq2 is accompanied by a software testing framework and an XML schema; a software compliance testing regime was agreed upon at the DLM Forum conference in Toulouse in December 2008.

In February 2006, the National Archives of Australia (NAA) published as exposure drafts the Functional Specifications for Electronic Records Management Systems Software (ERMS) and the associated Guidelines for Implementing the Functional Specifications for Electronic Records Management Systems Software.In June 2005, Archives New Zealand released a 'discretionary best practice' Electronic Recordkeeping Systems Standard (Standard 5) under the authority of Section 27 of the Public Records Act 2005.Commercial records centers are facilities that provide services for storing paper documents for businesses. They may also provide storage for records kept in electronic forms in specific situations. Commercial records centers store paper records in high density, and some provide climate-controlled storage for sensitive non-paper and important (vital) paper media. There is a commercial records center trade group (for example, PRISM International), although not all service providers are members.

CONCLUSION

Document management is concerned with monitoring and storing electronic files, while records management is concerned with archiving, retention, and compliance concerns.Records contribute to openness and transparency by recording and giving proof of work actions and making them public.

A quality handbook, standard operating procedures, and task aids are some examples of papers. Records are the data acquired by the laboratory throughout the process of conducting and reporting a laboratory test. Records assist to ensure the quality of programs and services, to inform decision making, and to achieve organizational objectives.

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CHAPTER 6

A BRIEF HISTORY OF DOCUMENT CATEGORIZATION

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ABSTRACT:

During the Renaissance and Reformation periods, "libraries were organized according to the whims or knowledge of the individuals in charge." This altered the way certain materials were categorised. Some collections were organized by language, while others were organized by printing method.Document categorization is the act of classifying - or tagging - documents based on their content with categories. Manual (as in library science) or automatic (as in computer science) document categorization is used to quickly sort and handle texts, photos, or videos.

KEYWORDS:

Bibliographic Control, Cataloging Rule, Document Classification, Information Resource, Information Science.

INTRODUCTION

Document categorization or classification is a challenge in library science, information science, and computer science. The assignment of a document to one or more groups or categories is the job. This may be accomplished either "manually" or "intellectually" or algorithmically. The intellectual categorization of documents has traditionally been the domain of library science, while the algorithmic classification of documents has traditionally been the domain of information science and computer science. However, the issues overlap, necessitating multidisciplinary study on document categorization.Texts, photos, music, and other media may all be categorized. Each kind of document has its own set of categorization issues. Text categorization is assumed unless otherwise stated[1].

Documents may be categorized based on their topics or other properties (such as document type, author, printing year, and so on). Only topic categorization is discussed in the remainder of this article. There are two basic approaches to document topic classification: the content-based approach and the request-based approach.The weight provided to certain topics in a document influences the class to which the document is allocated in content-based categorization. A frequent guideline for categorization in libraries, for example, is that at least 20% of a book's content should be about the class to which the book is assigned. In automated classification, it may be the number of times a certain term occurs in a document.

Request-oriented classification (or -indexing) is a kind of classification in which the predicted user request influences how documents are categorized. "Request-oriented categorization is classification that is aimed at a specific audience or user group. A feminist studies library or

database, for example, may classify/index texts differently from a history library. However, it is generally best to think of request-oriented classification as policy-based classification: the classification is performed in accordance with certain principles and represents the aim of the library or database doing the classification. In this sense, it is not always a categorization or indexing based on user surveys. Only when actual data regarding usage or users is included can request-oriented categorization be considered a user-based method [2]. A difference is often made between assigning documents to classes ("classification") and assigning topics to documents ("subject indexing"), but as Frederick Wilfrid Lancaster has shown, this distinction is pointless. "These terminological distinctions," he writes, "are quite meaningless and only serve to cause confusion". Automatic document classification tasks are classified into three types: supervised document classification (also known as document clustering), where an external mechanism (such as human feedback) provides information on the correct classification for documents, unsupervised document classification (also known as document clustering), where the classification must be done entirely without reference to external information, and semi-supervised document classification.

Cataloging (US) or cataloguing (UK) is the process of creating metadata representing information resources such as books, sound recordings, moving images, and so on. Cataloging provides information such as author's names, titles, and subject terms that describe resources, typically through the creation of bibliographic records, which serve as surrogates for the stored information resources.Bibliographic control provides the philosophical foundation of cataloging, defining the rules that sufficiently describe information resources, allowing users to find and select the most appropriate resource[3]. A cataloger is an individual responsible for the processes of description, subject analysis, classification, and authority control of library materials. Catalogers serve as the "foundation of all library service, as they are the ones who organize information in such a way that users can find and select the most appropriate resource."

DISCUSSION

Cataloging is a process that occurs in various types of institutions (e.g., libraries, archives, and museums) and about various types of materials, such as books, pictures, museum objects, and so on. The literature of library and information science is dominated by library cataloging, but it is important to consider other forms of cataloging, such as special systems for cataloging museum objects, such as Nomenclature for Museum Cataloging."Identifying the existence of all types of information resources as they are made available." Before an information resource can be discovered, its existence and identification must be known."Identifying the works contained within those information resources or as parts of them." Depending on the level of granularity required, multiple works may be contained in a single package, or one work may span multiple packages; for example, is a single photograph considered an information resource, or can a collection of photographs be considered an information resource?

"Systematically pulling together these information resources into collections in libraries, archives, museums, Internet communication files, and other such depositories." Essentially, accumulating these materials into collections so that they may be useful to the user."Creating lists of these information resources prepared in accordance with standard citation rules.

Examples of such retrieval aids include library catalogs, indexes, archive finding aids, and so on."Providing name, title, subject, and other useful access to these information resources." Ideally, there should be multiple access points and enough metadata in the surrogate record so users can successfully find the information resource they are looking for. These access points should be consistent, which can be achieved through authority control."Providing a means of locating each information resource or a copy of it." In libraries, the online public access catalog (OPAC) may provide the user with location information (such as a call number) and indicate if the item is accessible[4].

While the organization of information has been going on since antiquity, bibliographic control as we know it today is a more recent invention. Ancient civilizations recorded lists of books onto tablets and libraries in the middle Ages kept records of their holdings. With the invention of the printing press in the 15th century, multiple copies of a single book could be produced quickly. Johann Tritheim, a German librarian, was the first to create a bibliography in chronological order with an alphabetical author index. Conrad Gessner followed in his footsteps in the next century as he published an author bibliography and subject index. He added to his bibliography an alphabetical list of authors with inverted names, which was a new practice. He also included references to variant spellings of author's names, a precursor to authority control.

Andrew Maunsell further revolutionized bibliographic control by suggesting that a book should be findable based on the author's last name, the subject of the book, and the translator. In the 17th century Sir Thomas Bodley was interested in a catalog arranged alphabetically by author's last name as well as subject entries. Sir Robert Cotton's library catalogued books with busts of famous Romans. The busts were organized by their name, i.e. N for Nero, and then came the shelf with its assigned letter, and then the roman numeral of the title's number. For example, the cataloging for The Lindisfarne Gospels reads Nero D IV. Cotton's cataloging method is still in use for his collection in the British Library. In 1697, Frederic Rostgaard called for subject arrangement that was subdivided by both chronology and by size (whereas in the past titles were arranged by their size only), as well as an index of subjects and authors by last name and for word order in titles to be preserved based on the title page [5].

Following the French Revolution, France's government was the first to issue a national code containing instructions for cataloging library collections. At the British Museum Library, Anthony Panizzi created his "Ninety-One Cataloging Rules" (1841), which essentially served as the basis for cataloging rules of the 19th and 20th centuries. At the Smithsonian Institution, Charles C. Jewett applied Panizzi's "91 Rules.""Descriptive cataloging" is a well-established concept in the tradition of library cataloging, in which a distinction is made between descriptive cataloging and subject cataloging, each applying a different set of standards, qualifications, and often also different kinds of professionals.

Subject cataloging can take the form of classification or (subject) indexing. Classification entails assigning a given document to a class in a classification system (such as Dewey decimal classification or the Library of Congress Subject Headings), whereas indexing entails assigning characterizing labels to the documents represented in a record.Classification normally use a restricted vocabulary, while indexing may employ either a controlled vocabulary or free

words.Catalogs have been used in libraries since ancient times. The earliest evidence of categorization comes from a ca. 2500 BCE collection of clay tablets marked in cuneiform script from Nippur, an ancient Sumerian city in present-day Iraq, wherein two lists of works of Sumerian literature of various myths, hymns, and laments are listed, with 43 titles common between them and 25 new titles in the latter.The library of Ashurbanipal in ancient Nineveh is the first known library to have a classification system on clay tablets, with cuneiform marks on each side of the tablet. The Library of Alexandria is reported to have had at least a partial catalog consisting of a listing by Callimachus of the Greek literature called "Pinakes. There were originally 825 fragments of Callimachus' "Pinakes," but only 25 have survived[6].

Many early and medieval libraries in Europe were associated with religious institutions and orders, including the Papal Library in Rome. The first Vatican Library catalog dates from the late 14th century, and these catalogs generally used a topical arrangement that reflected the topical arrangement of the books themselves. In 1939, the Vatican Library published 'rules for the catalog of printed books', which were then translated into English and published in the United States.The expansion of libraries following the invention of moveable-type printing and the widespread availability of paper created the need for a catalog that organized the library's materials so that they could be found through the catalog rather than "by walking around." By the 17th century, libraries were seen as collections of universal knowledge.In ancient times, the title was used to identify the work in the Orient, but since the Renaissance, the author has been the primary source of identification.Cataloging standards have been established to ensure uniform cataloging of varied library resources among several members of a cataloging team and across time.Since the early 1800s, English-speaking libraries have shared cataloging standards; the first such standard is attributed to Anthony Panizzi, Keeper of the Printed Books of the British Museum Library, whose 91 rules, published in 1841, served as the foundation for cataloging standards for over 150 years[7].

Subsequent work in the 19th century was done by Charles Coffin Jewett, head of the Smithsonian library, which at the time was positioned to become the national library of the United States. Jewett used stereotype plates to produce the library's catalog in book form, and proposed the sharing of cataloging among libraries. His rules were published in 1853. A disagreement with the head Smithsonian secretary caused Jewett to be dismissed from his position but soon after he accepted a position with the Boston Public Library. He was tasked with purchasing books as well as arranging them. Jewett earned the role of director of the Boston Public Library in 1858; during this time the Index to the Catalogue of a Portion of the Public Library of the City of Boston Arranged in its Lower Hall was published. The article included new cataloging information alongside many of the Smithsonian cataloging rules that Jewett created. His systems became a model for other libraries as he pushed for alphabetical card catalogs.

Charles Ammi Cutter, an American librarian whose Rules for a Dictionary Catalog were published in 1876, followed Jewett in championing the notion of "ease of use" for library customers.In the twentieth century, library cataloging was forced to address new formats for materials, such as sound recordings, movies, and photographs. Seymour Lubetzky, a former

employee of the Library of Congress and later a professor at UCLA, wrote a critique of the 1949 ALA rules for entry, Cataloging Rules and Principles: A Critique of the ALA Rules for Entry and a Proposed Design for the Revision.

In the twentieth century, the following cataloging rules were published in the United States and Anglo-America. Author and Title Entries, Anglo-American Rules, 1908.Cataloging Rules for Author and Title Entries, American Library Association, 1949.Library of Congress Rules for Descriptive Cataloging, 1949.Anglo-American Cataloguing Rules (AACR), 1967.Gorman, Michael; Winkler, Paul Walter; American Library Association (1978) Anglo-American Cataloguing Rules. The twenty-first century brought renewed thinking about library cataloging, in large part due to the increase in the number of digital formats, but also due to a new consciousness of the nature of the "Work" in the bibliographic context, which was often attributed to Lubetzky's principles. This was also supported by the work of the International Federation of Library Associations and Institutions on the Functional Requirements for Bibliographic Records (FRBR).

In 1674, the Bodleian Library at Oxford University devised its cataloging system, which stressed authorship and put volumes by the same author together in the catalog.The origins of modern library cataloging practice can be traced back to the 1830s and Anthony Panizzi's 91 rules. Panizzi's singular insight was that a large catalog required consistency in its entries if it was to serve the user.In 1899, the Prussian government issued Preußische Instruktionen (PI) (Prussian Instructions) for all of its libraries.These guidelines were based on Karl Franz Otto Dziatzko's older Breslauer Instructionen of the University Library in Breslau.The Prussian Instructions were a regulated set of cataloging principles in which titles in literature are placed linguistically rather than mechanically and literature is included under its title[8].

After the Paris Principles (PP) were adopted in 1961, Germany produced the Regeln für die alphabetische Katalogisierung (RAK) in 1976/1977.The Paris Principles' purpose was to serve as a foundation for international uniformity in cataloging, and most cataloging conventions established since then have followed the Paris Principles.Cataloging codes specify which information about a bibliographic item is included in the entry and how that information is displayed to the user; it may also be used to rank entries when printing (parts of) the catalog.

Currently, most cataloging codes are similar to, or even based on, the International Standard Bibliographic Description (ISBD), a set of rules produced by the International Federation of Library Associations and Institutions (IFLA) to describe a wide range of library materials. These rules organize the bibliographic description of an item in the following eight areas: title and statement of responsibility (author or editor), edition, material specific details (for example, the scale of a map), publication and distribution, physical description (for example, number of pages), series, notes, and standard number (ISBN).

There is an initiative called the Bibliographic Framework (Bibframe) that is "an initiative to evolve bibliographic description standards to a linked data model, in order to make bibliographic information more useful both within and outside the library community." The most commonly used cataloging code in the English-speaking world was the Anglo-American Cataloguing Rules,

2nd edition (AACR2). AACR2 provides rules for descriptive cataloging only and does not touch upon subject cataloging. AACR2 has been translated into many languages, for use around the world. The German-speaking world uses the Regeln für die alphabetische Katalogisierung (RAK), also based on ISBD. The Library of Congress implemented the transition to RDA from AACR2 in March 2013.The Common Communication Format (CCF) is intended to serve as a baseline standard in subject databases such as Chemical Abstracts, MEDLINE, and PsycINFO, while different standards prevail in archives and museums, such as CIDOC-CRM. Resource Description and Access (RDA) is a recent attempt to create a standard that crosses the domains of cultural heritage institutions.Most libraries now encode and transfer bibliographic data using the MARC standards, which were originally trialled from January 1966 to June 1968 [9].

These standards have been criticized in recent years for being outdated, unique to the library community, and difficult to work with computationally. The Library of Congress developed BIBFRAME in 2011, an RDA schema for expressing bibliographic data, which was revised and piloted in 2017, but is still not available to the public.For bibliographic data about these collections, XML-based schemata, notably Dublin Core and MODS, are often used to hold metadata in library digital collections.Library items written in a foreign script are sometimes transliterated to the catalog's script; in the United States and some other countries, catalogers typically use the ALA-LC Romanization tables for this work; otherwise, separate catalogs for each script would be required.

Ferris maintains that catalogers, by using their judgment and specialized viewpoint, uphold the catalog's integrity and also provide "added value" to the process of bibliographic control, resulting in increased findability for a library's user community. This added value also has the power to harm, resulting in the denial of access to information.In cataloging, social responsibility is defined as "fair and equitable access to relevant, appropriate, accurate, and uncensored information in a timely and bias-free manner." To act ethically and socially responsible, catalogers should be aware of how their judgments benefit or harm findability, and they should be careful not to misuse or misrepresent information through inaccurate or minimal-level cataloging, and they should be careful not to censor [10].

Catalogers, according to Bair, have a professional obligation to provide thorough, accurate, high-quality surrogate records for databases, as well as an ethical obligation to "contribute to the fair and equitable access to information. Bair recommends that catalogers actively participate in the development, reform, and fair application of cataloging rules, standards, and classifications, as well as information-storage and retrieval systems."A formal code of ethics for catalogers does not exist, so catalogers frequently follow library or departmental policy to resolve conflicts in cataloging. While the American Library Association created a "Code of Ethics," Ferris notes that it has been criticized for being too general to encompass the special skills that distinguish catalogers from other library and information professionals.

Sanford Berman, former Head Cataloger of the Hennepin County Library in Minnetonka, Minnesota, has been a leading critic of biased subject headings in the Library of Congress Subject Headings. Berman's 1971 publication Prejudices and Antipathies: A Tract on the LC

Subject Heads Concerning People (P&A) sparked the movement to correct biased subject headings.Knowlton examines the ways in which the Library of Congress Subject Headings (LCSH) has changed in "Three Decades since Prejudices and Antipathies: A Study of Changes in the Library of Congress Subject Headings," compiling a table of changes described in P&A, followed by the current status of headings in question. Knowlton states that his intent for this table is to "show how many of Berman's proposed changes have been implemented" and "which areas of bias are

Building on Berman's critique of cataloging practices, queer theorists in library and information science like Emily Drabinski, Amber Billey, and K.R. Roberto have written about the implications of creating stable categorizations for gender identities.The first author identified on the item is regarded the primary entry or access point; other authors are included as "added entries." In circumstances when no clear author is given, the title of the work is considered the main entry.A single, precise phrase for a person, location, or title is used to preserve consistency across access points within a catalog[11]. Effective authority control saves a user from having to look for many variants of a title, author, or term.Cooperative cataloging is a method in which libraries cooperate in the compilation of bibliographic and authority records, as well as in the establishment of cataloging standards and the use of technologies that ease the use of shared information.

CONCLUSION

There are two ways for classifying documents: manual and automated. Manual document categorization requires people to assess the meaning of text, discover conceptual linkages, and classify documents.

This method of information retrieval entails evaluating texts to establish their subject or theme and categorizing or classifying them. Document categorization enables organizations to handle vast amounts of documents more effectively, derive useful insights, and automate decision-making processes.

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CHAPTER 7

CHARACTERISTICS OF THE TRADITIONAL LIBRARIES

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ABSTRACT:

Traditional libraries place a premium on the storage and preservation of tangible things, notably books and periodicals, and the librarian serves as the library's custodian. Information is physically gathered in one location; users must visit to the library to learn about and utilize what is available. Because of its properties such as format, size, quality, ease of handling, and so on. Because of their mobility, traditional print materials may be taken by users. Compactness, low weight, and readability. Traditional print materials can read.

KEYWORDS:

Conventional Libraries, Current Awareness, SDi Service, Traditional Libraries, User Profiles.

INTRODUCTION

Traditional libraries remain strong as keepers of knowledge and bastions of community participation in a fast-paced, digital world when information is only a click away. These physical institutions have a certain allure that captivates both book lovers and seekers of knowledge. Traditional libraries continue to have a unique place in our hearts, with rows upon rows of volumes, peaceful reading spaces, and the knowledge of committed librarians.

Figure 1: Diagram showing the Traditional libraries (Home edit).

A classic library is a physical institution that houses knowledge and information. It is a place where people may get books, journals, and other materials for educational, recreational, or research reasons. Traditional libraries are distinguished by their physical collections of printed books, which are arranged and classified for easy retrieval (Figure.1). These libraries often include peaceful reading places, study spaces, and librarians who help patrons in accessing and using available materials. Traditional libraries, with a rich history spanning centuries, continue to play an important role in encouraging literacy, developing intellectual curiosity, and offering a feeling of community for customers wishing to broaden their knowledge and explore the world of books.

Traditional libraries are collections of books, periodicals, and other items that are made accessible to the public for use. They are often categorized by topic and include a wide range of items such as books, periodicals, newspapers, journals, maps, and other reference materials. Traditional libraries often provide services such as interlibrary loan, reference aid, and internet access.Traditional libraries include the following important characteristics. A substantial physical collection of books, periodicals, newspapers, journals, and other items is characteristic of traditional libraries. This collection is often categorized by topic, allowing visitors to easily discover the information they want[1].

Staff employees in traditional libraries may often assist patrons in locating information. They may assist patrons with searching the library's catalogue, locating books on certain themes, and even assisting with research projects.Many conventional libraries provide public computer access. This means that customers may surf the internet, check email, and even do some light work on the library's computers.Traditional libraries are usually calm spaces where people may study or read without being distracted. This might be a nice spot to conduct some work or just relax and read a good book.Traditional libraries employ professional librarians who are well-versed in the library's collection and can help patrons in locating appropriate materials. Librarians provide advice, suggestions, and research aid, therefore improving the overall user experience.Traditional libraries make it easier to borrow and lend resources. Users may borrow books and other materials for a certain length of time, promoting a reading and discovery culture. Borrowing rules, such as loan terms and renewal choices, are put in place to provide equal access to resources.

Traditional libraries operate as community centers, hosting programs, events, and seminars for people of all ages and interests. Author readings, book clubs, children's storytelling sessions, educational seminars, and cultural events may all help to develop a feeling of community and promote lifelong learning.Traditional libraries have existed for centuries and have played an essential role in knowledge preservation and transmission. Traditional libraries, on the other hand, have experienced rising competition from online information sources in recent years. As a consequence, in order to stay relevant, many conventional libraries have been pushed to change their services and products.Traditional libraries' lasting appeal, vital function in conserving literature, and deep influence on nurturing a love of reading and learning [2].

A rich trove of printed documents may be found at the core of every conventional library. The shelves are stacked with books, newspapers, journals, and reference materials, providing a tactile

and immersive reading experience. Traditional libraries are not only knowledge stores, but also custodians of literary legacy. Within their walls, rare books and manuscripts find a safe shelter, guaranteeing that future generations may enjoy and study these precious treasures. The scent of ancient pages, the weight of a hardback in one's hand, and the suspense of uncovering hidden treasures are all sensory sensations that are particularly associated with the conventional library environment.

Traditional libraries give more than simply access to books; they also provide a calm and concentrated atmosphere for learning and intellectual development. Readers may find refuge away from distractions by immersing themselves in the realm of books inside these hallowed walls. The library's tranquil ambience fosters serious focus and discovery, whether it's students preparing for exams, scholars digging into a particular subject, or those seeking personal betterment. Reading rooms and study areas transform into havens of peaceful contemplation, nourishing the mind and promoting a profound relationship with ideas[3], [4].

Librarians, the hidden heroes of conventional libraries, play an important role in connecting clients with the materials they seek. These information guardians, armed with a plethora of knowledge and skill, provide advice, support, and suggestions. Librarians not only know how to navigate the large collection, but they also have a unique ability to connect readers with books that fit their interests and broaden their literary horizons. Their enthusiasm for books and commitment to assisting others results in a customized and enlightening experience for library users.Traditional libraries are more than just book storage facilities; they are active community centres that encourage interaction and lifelong learning. Libraries often hold a variety of activities, such as book clubs, author readings, seminars, and lectures. These activities develop a feeling of belonging while also providing opportunity for intellectual debate, cultural interaction, and idea sharing. Libraries also give access to resources other than books, such as digital archives, audiovisual materials, and online research databases, broadening the scope of what may be discovered inside their confines.

Basic libraries have developed to provide a broad variety of services in addition to their basic function as book and information repository. These institutions have adapted to their clients' evolving requirements, embracing technology while retaining the integrity of their physical collections. Traditional libraries provide a variety of services in the digital era, including. Access to a Wide Range of Collections: Traditional libraries have a large and diversified collection of items. Books of diverse genres, including fiction, nonfiction, reference books, and specialty collections, are available to patrons. Furthermore, libraries often have audiovisual items on hand, such as DVDs, CDs, and audiobooks, broadening the breadth of resources accessible to patrons.

Librarians are vital resources inside conventional libraries, offering professional advice and research support. They assist patrons in navigating the library's collection, locating relevant items, and providing efficient information retrieval tools. Librarians also assist clients in accessing correct and trustworthy information for their research requirements by leveraging internet databases, digital resources, and academic publications.Traditional libraries are well-known for their reference services, which include encyclopedias, dictionaries, atlases, and directories. Librarians are knowledgeable about how to use these resources to deliver rapid and

dependable answers to concerns, support academic objectives, and aid with general knowledge enquiries[5]. Many conventional libraries engage in interlibrary loan services, which enable customers to request resources from other libraries in the network. This program broadens access to resources outside the local collection, ensuring that customers have access to items that are not easily accessible in their own library.Traditional libraries have embraced technology by offering users with computer terminals with internet connection. Individuals may use this to perform internet research, access digital resources, and use productivity tools. Libraries can provide technical assistance to help patrons navigate digital platforms and successfully utilize online resources.

Traditional libraries are active community places that feature a variety of programs and activities. Book clubs, author readings, literary festivals, seminars, lectures, and cultural events are among the projects. Such activities stimulate community participation, literacy, and lifelong learning among clients of all ages.Traditional libraries play an important role in instilling a love of reading and learning in children and young people. They provide specialized locations, Storytime sessions, summer reading programs, and educational activities to help young readers thrive. Libraries contribute considerably to literacy development and educational enrichment by offering a supportive atmosphere and age-appropriate materials.

Traditional libraries play an important role in cultural heritage preservation by housing archive collections and special collections of rare and historical items. Libraries guarantee that future generations have access to the rich fabric of human history and knowledge by preserving manuscripts, maps, pictures, and other artifacts.Traditional libraries provide services that go well beyond just offering access to books. These institutions are always changing, adjusting to new technology and meeting the different requirements of its clients. Traditional libraries serve as crucial educational and cultural centers, nurturing a love of reading, supporting lifelong learning, and maintaining our common intellectual legacy, from research aid to community programs[6].

Traditional libraries continue to have a special position in our culture, even in an ever-changing digital context. They encapsulate the beauty and allure of physical books, provide a haven for study and reflection, and act as crucial community resources. Let us recall the enormous influence conventional libraries have on cultivating a love of books, safeguarding information, and promoting a lifetime passion for learning as we celebrate their ageless appeal.This reference service is often supplied to a professional who is looking for material for study, delivery of a lecture, producing a paper, or problem solving. The information requested may be too specialized in nature, too current, from another time period, or in another language. Depending on the inquiry, information may be sought from a variety of sources, including both printed and electronic sources. Organizational or informal sources are sometimes sought to supply the needed information.

This service takes a long time to perform since a variety of sources are reviewed. Long-Range Reference Questions need not just additional time to answer, but also the use of sources that may or may not be standard reference volumes. To handle such broad and, at times, complex reference inquiries, specific methods and practices are normally followed, so that the search for the query is directed in the appropriate direction and the information gathered is acceptable to the

user. The first and most critical step is to establish a personal conversation with the user. A conversation with the seeker to learn about the field in which he or she works, the purpose of the need, and other data might give suggestions for developing a search strategy. This conversation is sometimes referred to as a "Reference Interview." The 'Reference Interview' assists in properly understanding the query, the reason for which the information is sought, the user's background, and the sort of information sources necessary.

A reader specialized in Sociology and active in a specific study of children's literature wanted to know whether there is an equivalent of the Cinderella story in Indian children's literature. Following a reference check, it was discovered that the individual was working on "folk literature." A search in the library catalogue under the topic title folk stories yielded a reference for a book on a collection of Deccan tales. The book was found in the library and read. There was an identical equivalent Cinderella narrative in the account of 'Sudevi Bai,' recounting her early struggles followed by her good fortune, similar to the Cinderella story. The researcher was told about the book, which was subsequently provided to the user, within a few hours of the request. Both short-term and long-term reference services encourage the use of library resources by connecting users to suitable and relevant publications accessible in the library that fulfill their information needs and requirements[7].

The breadth and depth of these services vary depending on the kind of library and the consumers it serves. A systematic search for published information on a certain subject is known as a literature search. This service is focused with seeking and locating documents in response to a user request. Questions such, "I need to write a paper on different horse breeds; where can I find some information?" Or, if I need to do a comparative study on republican vs democratic types of governance, where can I acquire the necessary information? Such inquiries, based on the user's requirements, result in particular searches, the discovery of the needed document(s), and their delivery to the user. Long-range reference service is another name for this sort of service. While the response in a ready reference or short range reference service is typically in the form of data or facts, i.e. a brief answer from a reference book, the answer in a long range reference service is in the form of one or more papers containing the information.

DISCUSSION

To address the information demands of researchers (scientists, technologists, social scientists, etc.), thorough literature searches are sometimes conducted in a variety of sources such as books, magazines, non-book material, and so on. Informal sources are sometimes considered as well. As a result, the literature search in these circumstances is more comprehensive, both in depth and scope.

It might take many weeks to finish this extensive search. This may ultimately lead to the second phase, which is the creation of a bibliography on the topic. Subject bibliographies are generated by libraries in response to user requests. Bibliographies are sometimes created on a regular basis to anticipate user demands. Bibliographies are sometimes prepared on particular occasions, such as during seminars and workshops, to present participants with the most recent literature on the topic[8].

This service is more usually provided by university and special libraries than by public libraries. The bibliographical compilation service is only available to people working in research projects; research students are asked to generate their own bibliographies with instruction. a) Search Process: Manual It is essential to understand the fundamental stages involved in preparing a topic bibliography and conducting a literature search. Manual searches use written sources, while computer-based searches contact computerized databases. The particular subject to be searched and relevant regions to be covered are identified in this phase. When in doubt, topic dictionaries and subject encyclopaedias are examined. Personal engagement with the user is also essential in this case to understand the topic area and the reason for which information is requested[9].

A choice on the scope, coverage, and period of topic bibliographies is made in this phase. The scope of the bibliography determines whether it should be comprehensive or selective. Coverage determines the sorts of documents to be included, such as periodical articles, books, theses, and reports, and period indicates whether the bibliography is current or retroactive. Personal engagement with the user, known as a 'Reference Interview,' is critical for this. Development In this stage, a systematic strategy for executing the search is developed. This includes choosing keywords to reflect the topic, as well as locating, abstracting, and indexing articles on the subject.

Indexing and primary periodicals are searched in this stage to discover and retrieve relevant articles for the bibliography, and then primary sources are reviewed to obtain more current information. In this stage, an entry is created for each item that has been selected as relevant. Each entry is written on a card so that they may be sorted in a systematic fashion afterwards. Each entry follows a standard structure and provides enough information to identify the document. National or international standards are followed while writing bibliographical information in standard style.

The entries are placed in a logical sequence to simplify browsing. If the number of items in a bibliography is limited, they are organized alphabetically, by author, or chronologically by year of publication. However, if the number of entries in a bibliography is large, the entries are arranged in a classified order or under broad subject headings. Various indexes (such as title, author, subject index, and so on) are prepared in this step to provide the user with multiple means of access. Indexes are usually created for vast bibliographies. The last step is to get the topic bibliography typed so that it may be sent to the user in the proper form and format. Computer-Based Search Process At the moment, the majority of indexing and abstracting magazines are computerized and accessible in three distinct forms, viz. in print, on CD-ROM, and online for searching. The print versions of these journals may be manually searched using different indexes. The other two versions are accessible in the form of an electronic database that may be searched on computers. Electronic databases provide more search choices, are faster to search, and are updated more regularly[10].

Anticipatory services are those that are delivered in advance of user needs. These are also referred to as active services. The need for these services was felt as a result of the tremendous growth of published literature, particularly in areas of science and technology, the interdisciplinary nature of research areas, resulting in information scattering across disciplines,

and the publication of research results in various types of sources and formats. The researchers found it challenging to keep up with the newest advancements in their fields of interest due to the increase in the number, variety, and complexity of information sources.

To address this issue, libraries, especially S&T libraries, began offering anticipatory services to their customers based on their requirements. To deliver these services, the users' information requirements are analyzed, and then services are built to meet those demands. The service is first supplied on a trial basis, and if the reaction is positive, the service is regularized. Not just S&T libraries or information centers, but all types of libraries, depending on their customers' requirements, are now providing some sort of anticipatory service. Anticipatory services are best provided with a thorough grasp of the needs and wants of users in various kinds of libraries. For example, in academic libraries, which are designed to assist teaching, learning, and research, it is conceivable to anticipate users' demands and provide anticipatory services. Learning and study in these sorts of academic institutions are based on curriculum, syllabi, teaching and learning of various courses, so the service may be organized. Research initiatives might also be sponsored in order to anticipate the demand for specialist services.

Lists of Reading Material are usually prepared in advance in schools for the benefit of students and teachers, in addition to the prescribed text books, reference books, and journal articles on specific topics, to help and assist users in their term projects and other related work. Special lists and bibliographies with annotations are developed ahead of time for events such as inter-school/college competitions that include oratorical contests, discussions on current issues, and so on. Other sorts of libraries may also develop such customized lists of books in preparation for upcoming events and activities.

Current Awareness Services Academic and research libraries offer current awareness services to advanced level students and researchers to keep them up to date on current advancements in any area. The job entails scanning newly available print and non-print materials, choosing things relevant to the requirements of people or groups of users, documenting them, and regularly distributing them to users. A current awareness service is a continuous service that allows you to keep track of fresh information on a frequent basis[11].

The accession list consists of the most recent volumes purchased by the library. Libraries are the most typical providers of this form of current awareness service. Aside from showcasing the most recent publications, the accession list is distributed on a regular (fortnightly or monthly) basis to alert users about the most recent additions to the library. Content-by-Journal Service/Table of Content Service Here, content pages from the most recent primary research journals are replicated, organized by journal, and sent to users on a regular basis. This service tells users about new papers published in journals of their choice and keeps them up to date on current advancements in their field. Photocopies of full-text publications are provided on demand as a consequence of their review of CAS goods.

A customized current awareness service is provided by the SDI service. It is given to people or research groups in an organization that are engaged on the same research topic. It is an automated service. Six components make up the SDI system. User profiles, a document database,

a matching mechanism, notification, a feedback system, and the ability to modify profiles are all included. User Profile: A user profile is developed in order to deliver the SDI service. The user profile is made up of topic phrases that best match the user's interests. Documents Database: This is a computerized file that contains current documents with comprehensive bibliographical data as well as terms indicating the documents' topic contents. The program compares the user profile and the documents database at defined intervals, which might be weekly or fortnightly.

According to the instructions, if a close match is found between the topic words of the user profile and the document record, the system notes the information of both records. The system sends a notice to each individual user whenever there is a close match between his profile and a document record. The message is issued to notify the user of recent items of research interest that have been added to the document database. In this section, the user evaluates the relevancy and usefulness of the things acquired via the system and offers frequent input. User feedback is examined, and if necessary, the user profile is amended. The Tables-of-Content or Content-by-Journal service is based on a wide topic area and serves a large number of people. Each person must now go through the full list to identify things of interest. In contrast, the SDI service, which is tailored to the user's current research interests, gives just the things that are most valuable to the user. The SDI service not only saves the individual researcher's efforts and time, but it also guarantees that all essential material is brought to his attention as soon as feasible.

Daily newspapers include a wealth of current information on almost every aspect of human life. They are highly useful information for a range of reasons and are constantly in demand by a variety of consumers for a variety of demands. Aside from news, they provide assessments and analyses of current events from journalists and professionals in every field. Libraries offer this information service based on newspapers because of the significance of newspapers. The newspaper clipping service is one such service. Under this service, libraries offer the organization with essential news items of relevance published in national and international newspapers.

To offer the service, selected newspapers are scanned on a daily basis, and news articles relevant to the company are chosen, clipped, and pasted on plain paper or card. Each piece of news is given a topic header or a class number. These news articles (called clips) are sorted by topic headings or class number and sent to users at regular intervals, such as daily or weekly. Newspaper clipping services are fairly widespread in media libraries as well as libraries of government agencies, corporations, and other organizations.

CONCLUSION

Traditionally, a library is a collection of books used for reading or study, as well as the structure or space in which such a collection is stored. The term comes from the Latin liber, which means "book," but the word for library in German, Russian, and Romance languages comes from the Latinized Greek word bibliotheca.A traditional library and a digital library both have the following information resources: books, manuals, treaties, compendiums, dictionaries, encyclopedias, journals, articles, PhD theses, lectures, practice books, laboratory guides, design guides, standards, patents, photographs, maps, and so on.

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CHAPTER 8

MODERN LIBRARY AND THEIR SIGNIFICANCE

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ABSTRACT:

A collection or set of collections of books and/or other print or nonpoint materials that are arranged and kept for use (reading, consultation, study, research, and so on).A digital library user does not need to physically visit the library; anyone from all over the globe may access the same information as long as an Internet connection is available. A lot of users may access the same resources at the same time. It is making information and knowledge available for free: Public libraries' principal goal is to give free access to books, periodicals, newspapers, journals, and other materials that encourage literacy, lifelong learning, and personal development.

KEYWORDS:

Academics Libraries, Communication Technology, Electronic Resources, Library Service, Resource Service.

INTRODUCTION

Because of technology improvements and evolving customer requirements, modern library resources and services have grown dramatically over the last decade. Libraries are no longer merely physical locations where people may get books and other written items. They have evolved into dynamic knowledge and information centers that provide a variety of resources and services to their consumers (Figure.1). This article will look at the many current library resources and services that are accessible to users.Online Catalogs Online catalogs have transformed the way libraries operate. They enable users to find information by utilizing keywords, titles, authors, and topic headings. These catalogs provide extensive information on the item, such as its location and availability. Users may reserve resources, renew checkouts, and even get email reminders about due dates and holds[1].

Electronic resources are becoming an increasingly important component of library services. Electronic books, journals, articles, and databases are available via libraries. As long as the user has an internet connection, these materials are available from anywhere, at any time. Electronic resources provide people access to large volumes of information that would otherwise be unavailable in paper. They are especially beneficial for researchers and students who want current and up-to-date information.Online access to digital collections of items such as books, manuscripts, photographs, and videos is provided via digital libraries. These digital collections are often available on the library's website and may be viewed from any location. Users may utilize digital libraries to investigate items that they would not otherwise have access to.This service allows libraries to borrow resources from other libraries on behalf of their customers.

This service is especially beneficial for customers who need resources that aren't in their library's collection. Interlibrary loan may be requested online or in person, and resources are often sent to the user's library for pick-up[2].Libraries provide reference and research aid to assist users in navigating difficult material and research projects. Reference librarians aid users in locating and accessing resources, assessing sources, and accurately crediting sources. Many libraries provide research consultations in which customers may meet with a librarian to discuss their research requirements.

Figure 1: Diagram showing the overview of the modern library (Agati furniture).

Libraries have evolved into vital community centres, providing a diverse variety of activities and events for people of all ages. Storytimes, reading groups, writing workshops, and computer lessons are examples of such programs. Author lectures, film screenings, and other cultural activities are also held at libraries. These activities bring people together while also providing chances for lifelong learning and development.Finally, contemporary libraries provide a variety of materials and services to meet the demands of their varied user population. Some of the various tools and services accessible to library users include online catalogs, electronic resources, digital libraries, interlibrary loan services, reference and research aid, and community activities and events. Libraries are more than simply book stores; they are lively places where people may get knowledge, connect with others, and learn for the rest of their lives.

Advances in ICT have resulted in the convergence of the computing, information, communications, entertainment, and mass media sectors, allowing for the exchange of information in the digital format utilized by computers at any time and from any location. This technological convergence has had a massive influence on how we live, work, think, and play. These changes are visible in our daily lives, such as the usage of e-mail and cellular phones at home and at work, and are also related to all aspects of society: business, education, military, leisure, transportation, communication, scientific discovery, knowledge management, and so on. Academic libraries have evolved as a result of technological advancements.

Academic libraries are referred to using a number of names such as hybrid, digital, and virtual libraries. A digital library is described as a "managed collection of information with associated services that is stored in digital format and accessible over a network." The definition of a virtual

library is "remote access to the content and services of libraries and other information resources, combining an on-site collection of current heavily used materials, both print and electronic, with an electronic network that provides access to and delivers from external worldwide library and commercial information and knowledge sources." "Hybrid libraries are libraries that offer both electronic and paper-based resources." According to the criteria, the majority of today's academic libraries fit under the hybrid group. The internet has simplified and complicated information access and retrieval. Information retrieval systems are developed to meet the needs of end users and, as a result, attempt to simplify the process. However, the consumer is simultaneously bombarded with so many information resources and options that the process becomes difficult[3].

The transition from print to digital information has a significant influence on libraries, information centers, and other organizations directly engaged in information processing. This trend is often linked to the convergence of computers, telecommunications, and other sectors. Computers have permeated society due to their ability to perform high volume error-free repetitive tasks at much faster speeds than humans, while recent and emerging developments in computing; telecommunications, networking, and resource sharing have made access to information possible at any time and from any location.

The whole landscape of libraries has transformed as a result of the advancement and use of ICT. Traditional libraries are giving way to hybrid libraries. In the cosmos of knowledge, we observe the creation of libraries with various nomenclatures. These libraries are either automated, electronic, digital, or omnipresent virtual libraries. The notion of Library 2.0 has evolved in the digital environment. All of these libraries use various information technology applications to carry out operations ranging from material collection to information dissemination.

Electronic resources have made collection management a highly complicated and difficult endeavor in this era of information explosion. There is a financial limitation, multiple formats, and constantly changing user demands. Collection management includes duties such as need analysis, contract negotiation, and resource evaluation. Information and communication technology (ICT) has profoundly altered academic/college library holdings. The period when an academic library's physical collection established its status is long gone. In today's networked technology world, the focus has switched from physical resource ownership to access to global electronic resources.

An e-journal is a version of a typical print or paper-based journal that is sent to the user electronically in some way or another. Since its debut in 1665, the printed journal has been the principal medium for communication among academics and researchers, although the cost of journal membership has risen dramatically in recent decades. The average increase per journal subscription was 147% between 1986 and 1996. The internet revolutionized publishing by making it feasible to publish for a low cost. The Internet also makes access open to everyone.E-Books are published books and reference materials that have been digitized and are disseminated electronically. E-books save money for libraries in terms of storing, binding, circulation, overdue notifications, and fine administration. Other benefits include online availability, keyword search capabilities, and so forth[4].

The immense significance of printed and electronic materials offered to students in academic libraries is well understood by academic library employees. Users do not always have insight. Electronic materials are preferred by new generation library users over print ones. All materials should be fully searchable and printable.The library service should be quick and simple to use.The library's services are available 24 hours a day, seven days a week.All library transactions should be completed online.The consequences of these changes on the user community.Users who have been exposed to various uses of technology throughout their lives are more skilled at using it and anticipate to have access to it in times of need. Users who are familiar with utilizing computers and the Internet for research in libraries expect nothing less than a computer with Internet connection. However, this may not be the case and is not relevant to individuals who do not have access to such technology owing to budgetary constraints. As a result, two distinct types of customers have formed for whom libraries must cater: the "haves" and the "have-nots." In order for all users to have equal access to information, a balance must be maintained in offering services for both groups. This may be accomplished efficiently by using powerful and suitable technology.

The computer and information technology have had a fresh influence on library services and information utilization. ICT has aided library and information science personnel in providing value-added services and providing greater distant access to existing information resources in libraries. Information and communication technology enable quicker retrieval of stored data and the transformation of our conventional library into a contemporary library. Recent ICT is having an influence on many aspects of libraries and the information profession[5].

Digital information sources and digital media are replacing and becoming the primary form of information storage and retrieval as a consequence of advances in ICT and widespread usage of ICT. Information and communication technology also survives and establishes authentic Library Science norms such as "Every reader his/her book/information", "Save the reader's time", and "Library is a growing organism". With its vast information sources, fast transmission speeds, and ease of access, information and communication technology ensures user satisfaction with multifaceted demand, overcomes distance barriers, reduces time required, and ensures the right information is delivered to the right reader at the right time. It also raises and addresses the library's collection development requirement. It is a fantastic tool for information centers or libraries.

ICT has generated difficult issues for librarians and LIS professionals, who must reinvent their professions to suit changing demands. Librarians and LIS professionals must handle change by using cutting-edge ICT and therefore boosting performance. To deliver great library services, they must develop their abilities and understanding of emerging information and communication technology.

In today's dynamic and tumultuous world, the librarian's responsibility is to adapt to new information and communication technologies, information resources, and user expectations. The librarian is responsible not only for providing conventional library information services, but also for quickly delivering online/offline information services based on the demands of the real user. To survive and serve their customers, librarians must keep up with their expectations. Librarians

must become information knowledge navigators, transforming data into actionable information. In today's changing ICT world, the Librarian must play many growing and increasing responsibilities in order to meet many new difficulties[6].

DISCUSSION

Previously, libraries were "place-based" service organizations that existed to provide their patrons' information requirements. Users go to the libraries to examine different sources of knowledge based on their own requirements. The introduction of Internet technology, contemporary telecommunications, and other associated sectors such as data processing, management information systems, information retrieval systems, and so on, has had a significant influence on the operation and atmosphere of libraries during the previous three decades. Libraries are always shifting and developing in order to survive. They do not have the luxury of choosing, changing, and evolving; instead, they must endure and preserve their important position as centers of information and learning. This societal phenomenon is caused by a variety of factors. Every aspect of life has been transformed by technology.

The information-seeking behavior of users has changed. Libraries must evolve and adapt in order to satisfy the information requirements of their patrons. Libraries are designed to offer users with information when and in any format they need. The younger generation, often known as millennials or netizens, is more at ease working in online contexts. Users' expectations and demands have risen dramatically. They are no longer satisfied with location-based library services; they demand information services that extend beyond the four walls of the actual library. It is recommended that libraries evolve in accordance with the expectations and desires of their user community. Libraries may use new technology to provide novel information services to current customers while also attracting new ones. Libraries risk extinction if they do not evolve to deliver new contemporary services that meet the wants and expectations of their users. In a nutshell, contemporary library services are necessary for the following reasons:

In libraries, there are several techniques of offering services, which may be roughly classified into two categories: manual and automated services[7]. These are described more below. The Manual System is responsible for the upkeep of different library records, registers, and cards. It comprises doing many operations and processes by hand, without the use of computers. Many libraries do manual cleaning and regular tasks that are repetitive in nature. Manual services are those that are given or delivered to users without the use of a computer as an intermediary. Computerized services, on the other hand, are provided by employing computers as instruments or intermediates.

Today, libraries use computerized systems to keep track of all activities and processes. Libraries have automated key housekeeping activities such as acquiring cataloguing, circulation, and tracking journal subscription data. Libraries utilize Library Management Software (LMS) to manage their numerous operations. The program includes many modules for library tasks. The program allows the library's everyday tasks to be completed quickly and effectively. In a computerized system, all housekeeping activities are performed by computers. Users may also

access computerized services through the LMS. For example, the circulation division distributes books to readers using a card or register system.

There is no need for the library to issue and retain borrower's cards or tickets under a computerized circulation system. To access the member database, each member needs a single card with a unique identification number (such as a library membership number). The program also manages the many borrowing options. The following are some comparisons between manual and electronic services: Access to electronic resources Previously, libraries acquired, processed, arranged, and supplied diverse print materials such as books, journals, newspapers, magazines, and so on; currently, they may actively acquire e-forms such as e-journals, e-books, e-theses and dissertations, and online databases[8].

Libraries subscribe to e-resources and give Internet access to these materials. Online resources are another name for electronic resources. They include "born digital" content that was created immediately online as well as print items that were scanned and digitized. The phrase "database" refers to a collection of records, each with numeric, textual, or image-based data. The databases are often searchable. It denotes the presence of a search facility or tool that assists users in looking for, finding, and obtaining the information they need. Databases include library catalogues, OPAC, full text, and bibliographical databases. These materials are also known as online resources since they are available over the Internet. Prior to the Internet, these online databases were only accessible in print or on CD-ROM.

Elsevier's journals are available online via a database known as Science Direct; Springer's books, book series, and journals are available online through a database known as Springer Link. J-Gate, Scopus, and other bibliographical databases give references to published material. These databases provide journal article abstracts. Users may read the abstracts and make an educated decision about the articles' relevance to their research requirements.

It is also an endeavor by libraries to share restricted or specialized information resources and services that may not be offered via a single library. Because of factors such as a quantity of knowledge, a plurality of documents, a lack of space, and a lack of employees, no library can be self-sufficient. Consortia and networks are formed to exchange online resources such as databases, online journals and books, theses and dissertations. To acquire and share resources and services, libraries join an alliance, network, or cooperative organization. Consortia are the conventional name for these relationships or networks. Libraries provide "single sign on" for remote access to resources to its users. Members are given a single UN/PW via which they may access all of the Library's materials without having to visit the library. The libraries, for example, employ EZproxy, an authentication and access program offered by OCLC. It enables users to have remote access to the library's licensed resources. The union catalogue is a united library catalogue that describes the holdings of many libraries. Union catalogues and Web OPACs are beneficial to libraries since they aid in the discovery and request of material from other libraries for document delivery and interlibrary lending.

Digital reference service is an e-reference service in which consumers contact with reference personnel through computers or other Internet technologies without physically being there. Chat,

videoconferencing, e-mail, voice over IP, and instant messaging are examples of digital reference communication methods. It is also referred to as a virtual reference service, an online reference service, and a remote access reference service. This is the electronic mail service that allows messages to be transmitted from one computer to another across a network or the Internet. E-mail reference services are provided by libraries. The e-mail address of the reference staff/librarian is provided on the library's website, and users may write to request help with their information requirements or any other element of the library. It is handy for users since they may get help without having to physically visit the library. In an online setting, readers may openly express their inquiries, unlike in person, when users may be afraid to ask questions and seek assistance. This abbreviation stands for commonly asked questions. It is a collection of commonly asked questions and answers in the form of a question and response. The FAQs assist customers by providing information on many elements, activities, and difficulties related to the library. The library staff compiles a list of commonly asked questions, offers answers, and posts it on the library website. The FAQs are available for readers to use in order to get answers to their library-related questions[9].

Libraries can provide readers with advising services such as online book lists and suggestions. This service gives customers with the information they need to choose a book. It is a value-added service that connects the user with the appropriate book (3rd Law of Library Science).Public libraries aggressively promote fiction literature using this service. This service may also be offered at university libraries to assist new scholars seeking to expand their expertise in a certain topic. To provide this service, reference employees should be aware of the availability of numerous titles in every particular subject. They should be well-versed in the library's holdings.

Web 2.0 tools are web-based services that enable users to access, contribute, and describe web-mediated material in a variety of forms, including text, video, audio, photos, and graphs. Popular Web 2.0-based websites include Flickr, which can be used to share photos, YouTube, which can be used to share videos, Last.fm, which can be used to share music, and MySpace, which can be used to publish text-based content. Users may use these sites to produce, describe, publish, search, discuss, share, and communicate online material in a variety of formats. Libraries employ Web 2.0 technologies to teach patrons about information literacy. Blogs may be used by libraries to update customers about changes, additions, and other advancements in library services and collections. Using podcasts and vodcasts, libraries may disseminate images, events, and instructions. Libraries are also aggressively embracing the usage of these technologies to better serve its customers and attract new ones. These technologies assist libraries in providing proactive resources and services to its patrons. SMS (Short Text Messaging) and IM (Instant Messaging) instant messaging enables two or more individuals to communicate online in real time by sending text-based brief messages through the web.

Through IM and SMS, the reference staff may respond to quick reference questions, instructions, or policy-related inquiries. When replying to instant messaging (IM) and short text messaging (SMS) inquiries, the reference staff must be succinct and to the point. If a response to an inquiry is lengthy, the staff may request an e-mail address and provide further information on the issue in

context, or the reader may be encouraged to visit the library. Users like IM and SMS for their simplicity, anonymity, and speedy assistance.

Academic libraries employ IM to offer virtual reference services, facilitate access to other services, and give users with the most up-to-date information. It also serves as an extra channel for user interactions[10]. Tools and Websites For library users, the reference staff produces locating aids and pathfinders. The libraries produce pathfinders for frequently asked questions by pupils.

The pathfinders may help and guide users in choosing and identifying acceptable reference sources, relevant databases, search phrases, authoritative current websites, and advice for exploring the OPAC for any further content.

CONCLUSION

Acquisition, Technical Processing, Circulation, Reference, Periodicals, Maintenance, Administration, and Finance are all parts of a library. Each division is responsible for a certain set of library activities. Digital libraries, in addition to storing material, allow you to organize, search, and retrieve the contents of a collection. Traditional libraries, on the other hand, stress the archiving and preservation of tangible materials, particularly books and magazines, which were the librarian library's caretakers.

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CHAPTER 9

IMPORTANCE OF THE COLLECTION IN LIBRARY

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ABSTRACT:

The collection development policy informs the library's stakeholders about how the collection is selected and who is accountable for making collection choices. People who are interested in the library's collection may find information in your collection development policy.Collection development is concerned with locating copies of items. There was a trend, which is now fading, to use the phrase exclusively to refer to the selection of materials for purchase. Adding content to a collection change where copies may be located but does not result in the creation of new materials.

KEYWORDS:

Dynamic Linking, Executable File, Linked Library, Shared Library, Shared Object.

INTRODUCTION

A library is a collection of non-volatile materials utilized by computer programs, often for software development. Configuration data, documentation, help data, message templates, pre-written code and subroutines, classes, values, or type specifications are examples. They are known as partitioned data sets in IBM's OS/360 and its successors.A library is also a collection of behavior implementations written in a language that have a well-defined interface via which the behavior is called. People who wish to develop a higher-level application, for example, may utilize a library to make system calls instead of implementing those system functions repeatedly (Figure.1). Furthermore, the behavior is designed to be reused by numerous separate applications. A program calls the library-provided functionality via a language mechanism. In a basic imperative language like C, for example, the behavior in a library is called by using C's standard function-call. The way the code is arranged in the system identifies the call as being to a library function vs another function in the same application[1].

Library code is arranged such that it may be used by several applications with no relationship to each other, while program code is designed so that it can only be used inside that one program. When a program develops in size, such as a multi-million-line program, this difference might take on a hierarchical meaning.

In such circumstance, internal libraries that be utilized by separate sub-sections of the larger program may exist. The differentiating aspect is that a library is designed to be reused by separate programs or sub-systems, and the user only has to understand the interface rather than the underlying intricacies of the library.

The utilization of standardized program parts is what makes a library valuable. When a software calls a library, it acquires the functionality contained inside that library without having to develop it itself. Libraries allow the modular exchange of code and make it easier to distribute code. A library's behavior may be linked to the calling program at various stages of the program's lifetime. If the library's code is accessible during the construction of the calling application, the library is referred to as a static library. An option is to create the invoking program's executable and distribute it independently of the library implementation. The library behavior is connected after the executable has been called to run, either as part of the start-up process or in the midst of execution. In this instance, the library is referred to as a dynamic library (one that is loaded at runtime). The linker may load and link a dynamic library while preparing a program for execution. Alternatively, an application may explicitly request that a module be loaded while it is running. Although most compiled languages have a standard library, programmers may also design their own custom libraries. The bulk of current software systems include libraries that implement the vast majority of system services. Such libraries have arranged the services required by contemporary applications. As a result, the majority of the code utilized by contemporary programs is given by these system libraries[2].

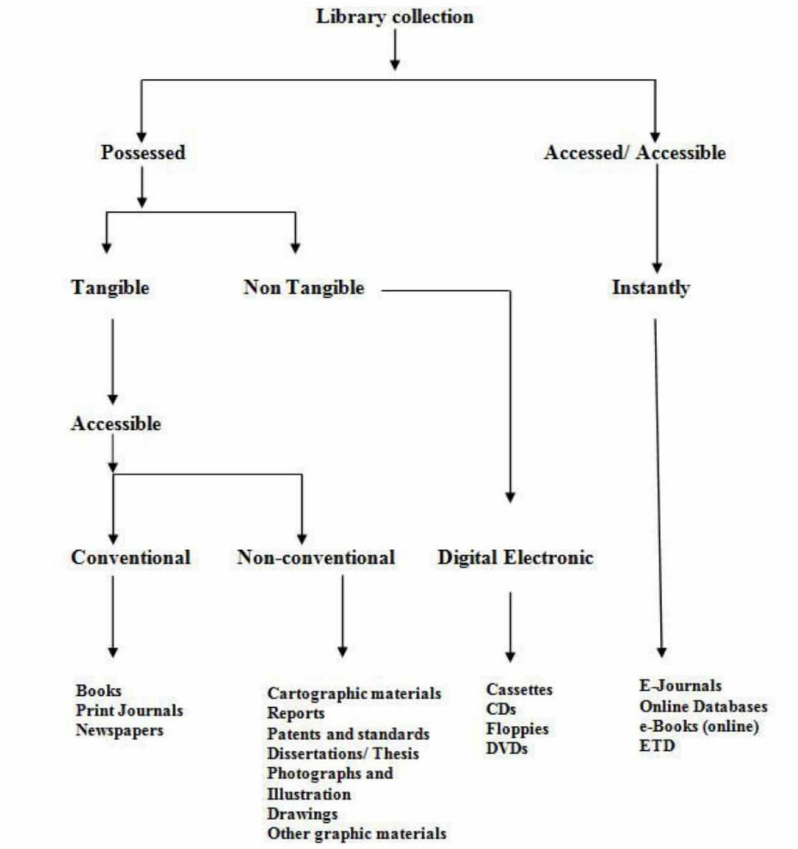

Figure 1: Diagram showing the overview of the library collection (Library and information technology).

The concept of a computer library extends back to Charles Babbage's early computers. In an 1888 publication on his Analytical Engine, he proposed that computer operations and numerical input may be punched on separate cards. If these operation punch cards were retained for reuse, "the engine would gradually have its own library." A lady works next to a file cabinet storing the EDSAC computer's subroutine library on punched tape reels.

In 1947, Goldstine and von Neumann speculated that a "library" of subroutines would be useful for their work on the IAS machine, an early computer that was not yet operational at the time. They imagined a physical library of magnetic wire recordings, with each wire storing reusable computer code.Wilkes and his colleagues built EDSAC after being inspired by von Neumann. The subroutine library for this computer was kept in a punched tape filing cabinet. EDSAC programs consisted of a main program and a sequence of subroutines copied from the subroutine library. In 1951, the team published the first textbook on programming, The Preparation of Programs for an Electronic Digital Computer, which detailed the creation and purpose of the library. COBOL had "primitive capabilities for a library system" in 1959, but Jean Sammet classified them as "inadequate library facilities" UN hindsight.

JOVIAL had a Communication Pool (COMPOOL), which was essentially a library of header files. FORTRAN's subprogram invention was another significant addition to the contemporary library paradigm. Although FORTRAN subprograms may be built individually, the compiler lacked a linker. As a result, type checking across FORTRAN [NB 1] subprograms was impossible prior to the introduction of modules in Fortran-90.Copy and macro libraries for assemblers were prevalent by the mid-1960s. Libraries including additional sorts of text components, such as system parameters, became prevalent after the adoption of the IBM System/360. Simula was the first object-oriented programming language, and its classes were substantially similar to those used in Java, C++, and C# today. Simula's class notion was also a forerunner to the package in Ada and the module in Modula-2. Simula classes could be included in library files and added at compile time even when designed in 1965.

Libraries play a crucial role in the program linking or binding process, which resolves references to library modules known as links or symbols. A linker or binder software examines a collection of libraries and other modules in a certain sequence to perform the linking operation. If a link target may be identified several times in a given collection of libraries, it is usually not considered an error. Static linking occurs when an executable file is produced, but dynamic linking occurs when the program is utilized during runtime[3].

The references being resolved might be jump addresses or other regular calls. They might be in the main program or in a module that is dependent on another. They are resolved into fixed or relocatable addresses (from a shared base) by allocating runtime memory for each module's memory segments. Some programming languages employ a feature known as smart linking, in which the linker is aware of or integrated with the compiler, so that the linker understands how external references are used, and code in a library that is never actually used, despite being internally referenced, can be discarded from the compiled application. A program that solely utilizes integers for arithmetic, or performs no arithmetic at all, may, for example, remove floating-point library functions. Smart-linking might result in smaller program file sizes and

lower memory use.Some program or library module references are kept in a relative or symbolic form that cannot be resolved until all code and libraries are allocated final static addresses. The process of altering these references is known as relocation, and it is performed by either the linker or the loader. Individual libraries cannot be relocated in general because their locations in memory change based on the application that uses them and other libraries with which they are integrated. Because position-independent code eliminates references to absolute addresses, it does not need relocation.

Static linking or early binding occurs when linking is accomplished during the construction of an executable or another object file. The linking in this situation is normally done by a linker, although it may alternatively be done by the compiler. A static library, often known as an archive, is one that is meant to be statically linked. Initially, only static libraries were available. When any modules are recompiled, static linking must be done.Occasionally, all of the modules needed by a program are statically linked and copied into the executable file. A static build of the software is the outcome of this operation and the subsequent stand-alone file. If virtual memory is utilized and no address space layout randomization is intended, a static build may not require any extra relocation.

The term "shared object" refers here. See Monitor (synchronization) for further information on the synchronization technique. A shared library, often known as a shared object, is a file that is meant to be shared by executable files and subsequent shared object files. Modules needed by a program are loaded into memory from discrete shared objects at load time or runtime, rather than being copied by a linker when it generates the program's single monolithic executable file. Shared libraries may be statically linked at build time, which means that references to the library modules are resolved and memory is allocated to the modules when the executable file is built. However, connecting shared libraries is often delayed until they are loaded.

Most recent operating systems support shared library files that are in the same format as executable files. This has two major benefits: first, it needs just one loader for each of them, rather than two (having a single loader is seen to be well worth the increased complexity). Second, if the executables include a symbol table, they may also be utilized as shared libraries. ELF and Mach-O (both Unix) and PE (Windows) are examples of common combined executable and shared library formats. Only stack-based data (local) was permitted in shared-library code in certain earlier settings, such as 16-bit Windows or MPE for the HP 3000, or other severe limits were put on shared-library code[4].

Multiple processes may share library code in memory and on storage. If virtual memory is employed, processes will execute the same physical page of RAM that is mapped into the processes' various address spaces. This has benefits. On the Open Step system, for example, programs were often just a few hundred kilobytes in size and loaded rapidly; much of their code was placed in libraries that had already been loaded for various reasons by the operating system. RAM sharing may be accomplished by programs employing position-independent code, as in UNIX, resulting in a complicated but versatile architecture, or by using shared virtual addresses, as in Windows and OS/2. These approaches guarantee that code has a high possibility of being shared by different ways such as pre-mapping the address space and reserving slots for each

shared library. A third option is single-level storage, which was utilized by the IBM System/38 and its successors. This enables for position-dependent code while imposing no substantial constraints on where or how code may be put or exchanged. Multiple versions of shared libraries may pose issues in certain instances, particularly when libraries of multiple versions have the same file name and different programs installed on a system each need a different version. This is referred to as DLL hell, after the Windows and OS/2 DLL files. Most current operating systems released after 2001 have clean-up procedures to avoid such problems, or they employ application-specific "private" libraries.

Dynamic linking, also known as late binding, occurs when a program is loaded (load time) or executed (runtime), rather than when the executable file is produced. A dynamically linked library (DLL under Windows and OS/2; shareable image under OpenVMS; dynamic shared object, or DSO under Unix-like systems) is a library designed for dynamic linking. When an executable file is produced, the linker does very little work; it just records the library routines the program requires and the index names or numbers of the library procedures. The bulk of linking effort is done while the program is loaded (load time) or during execution (runtime). The required linking software, known as a "dynamic linker" or "linking loader," is usually part of the underlying operating system. However, even for an operating system that does not support dynamic linking, it is feasible and not too difficult to design a program that employs dynamic linking and contains its own dynamic linker. Dynamic linking was first created by programmers in the Multics operating system in 1964 and the MTS (Michigan Terminal System) in the late 1960s[5].

Because shared libraries on most systems do not change often, computers can calculate and store a probable load address for each shared library on the system before it is required. If every loaded shared library has gone through this procedure, each will load at its predefined location, which speeds up the dynamic linking process. On macOS and Linux, this improvement is known as prebinding or prelinking. The IBM z/VM uses a similar technique known as "Discontinuous Saved Segments" (DCSS). The disadvantages of this technique include the time required to precompute these addresses every time the shared libraries change, the inability to use address space layout randomization, and the requirement of sufficient virtual address space for use (a problem that will be alleviated for the time being by the adoption of 64-bit architectures).

The functionality of shared library loaders varies greatly. Some rely on the executable storing specified library locations. Any changes to the library name or file system layout will cause these systems to fail. More typically, simply the name of the library (rather than the path) is provided in the executable, with the operating system providing an algorithm-based technique to locate the library on disk. The executable would fail to load if a shared library on which it relies was destroyed, relocated, or renamed, or if an incompatible version of the library was transferred to a location earlier in the search. This is known as dependency hell, and it exists on many systems. DLL hell refers to the (infamous) Windows variation. This issue cannot exist if each library version is uniquely identified and each application refers to libraries exclusively by their complete unique identities. The "DLL hell" difficulties in previous Windows versions were caused by utilizing merely library names, which were not guaranteed to be unique, to resolve

dynamic links in applications[6]. (To avoid "DLL hell," newer versions of Windows depend heavily on choices for applications to install private DLLs essentially a partial retreat from the usage of shared libraries as well as methods to prevent shared system DLLs from being replaced with previous versions of them.) Microsoft Windows uses the registry to identify where to load DLLs that implement COM objects, but it examines the directories in a certain sequence for other DLLs. To avoid DLL hell, Windows first checks the directory where the program was loaded (private DLL); any directories set by calling the SetD1 Directory function; the System32, System, and Windows directories; the current working directory; and finally the directories specified by the PATH environment variable.

When the system initially begins, Open Step collects a list of libraries from a number of known places (akin to the PATH idea). Moving libraries around produces no issues, although users pay a delay penalty when initially booting up the system. Most Unix-like systems feature a "search path" that specifies which file-system directories to seek in for dynamic libraries. Some systems configure the default path via a configuration file, while others hardcode it into the dynamic loader. Some executable file formats allow you to specify extra folders in which to look for libraries for a specific application. This is generally overridable using an environment variable, but it is disabled for setuid and setgid applications so that a user cannot force such a program to execute arbitrary code with root privileges. Library developers are urged to put their dynamic libraries in the default search route. On the negative side, this may make installing new libraries difficult, and these "known" places soon become home to a growing number of library files, complicating maintenance[7].

A subset of dynamic linking, dynamic loading includes a dynamically linked library loading and unloading at runtime on demand. A request of this kind might be made either implicitly or explicitly. When a compiler or static linker inserts library references that contain file paths or simply file names, implicit requests are produced. Explicit requests are made when programs make direct calls to an operating system's API. Most operating systems that enable dynamically linked libraries also allow for dynamic loading of such libraries using a run-time linker API. With Microsoft Dynamic Link Libraries, for example, Microsoft Windows employs the API methods LoadLibrary, LoadLibraryEx, FreeLibrary, and GetProcAddress; POSIX-based systems, including most UNIX and UNIX-like systems, use dlopen, dlclose, and dlsym. This technique is automated in certain development platforms.

Despite being invented in the 1960s, dynamic linking did not reach consumer operating systems until the late 1980s. By the early 1990s, it was widely accessible in most operating systems in some form. Object-oriented programming (OOP) was becoming a prominent element of the programming landscape at the same time. OOP with runtime binding necessitates information that standard libraries do not provide.

They need a list of the objects on which they rely in addition to the names and entry points of the code contained therein. As a result of one of OOP's key ideas, inheritance, elements of the entire definition of any method may reside in multiple locations. This is more than just stating that one library needs the services of another: in a real OOP system, the libraries themselves may not be known at build time and may vary from system to system.

Simultaneously, several programmers worked on the concept of multi-tier systems, in which a "display" operating on a desktop computer would employ the services of a mainframe or minicomputer for data storage or processing. A application on a GUI-based computer, for example, might send messages to a minicomputer to return tiny samples of a large dataset for display. These duties were previously done by remote procedure calls (RPC), but there was no standard RPC framework.Soon after, the majority of minicomputer and mainframe makers launched programs to integrate the two, resulting in an OOP library format that could be used everywhere. If they enabled remote access (not all did), such systems were known as object libraries or distributed objects. Microsoft's COM is an example of a local usage system. Remote access is supported through DCOM, a modified version of COM. Object libraries were the "next big thing" in the programming world for a while. There were a variety of initiatives to construct cross-platform solutions, and firms battled to lock developers into their own system. IBM's System Object Model (SOM/DSOM), Sun Microsystems' Distributed Objects Everywhere (DOE), NeXT's Portable Distributed Objects (PDO), Digital's ObjectBroker, Microsoft's Component Object Model (COM/DCOM), and a variety of CORBA-based systems are all examples.

DISCUSSION

Class libraries are somewhat analogous to previous forms of code libraries in terms of OOP. They include classes that describe features and specify actions (methods) using objects. Class libraries are used to construct instances, or objects with particular values assigned to their attributes. In certain OOP languages, such as Java, the difference is evident, with classes often included in library files (such as Java's JAR file format) and instantiated objects remaining solely in memory (though possibly capable of being made durable in separate files). In others, such as Smalltalk, class libraries are just the starting point for a system image that contains the whole state of the environment, classes, and all created objects. Most class libraries are now hosted in a package repository (for example, Maven Central for Java). Client code declares external library dependencies directly in build configuration files (such as a Maven Pom in Java).

Another library strategy employs fully independent executables (typically in some lightweight form) that are called over a network to another machine through a remote procedure call (RPC). This optimizes operating system re-use since the code required to maintain the library is the same code used to offer application support and security for all other programs. Furthermore, such systems do not need the library to be present on the same computer, but may relay requests across the network[8]. However, such an approach requires a significant amount of overhead for each library call. RPC calls are much more costly than using a shared library that is already loaded on the same computer. This method is widely employed in a distributed architecture that heavily relies on such remote calls, such as client-server systems and application servers like Enterprise JavaBeans.Code generation libraries are high-level APIs that produce or change Java byte code. Aspect-oriented programming, various data access frameworks, and testing employ them to build dynamic proxy objects. They are also used to intercept field access.

The library will acquire, to the extent possible, the items required to support the university's or institute's teaching and research activities. It is not financially viable to develop a collection

comprehensive enough to accommodate all study interests due to the variety, scope, and unique nature of research undertakings. Alternative ways for offering access to research resources include electronic database searching, networking, and Inter-library Loans. A limited number of best-selling novels are now being published. Except for special textbooks and juvenile collections, the majority of materials acquired will include monographs, sets, maps, journals, and other serials publication, newspaper, pamphlets, photo, reproduction, government document, microfilms, archival materials, manuscripts, audiovisual materials, and other items commonly included as part of library resources. The library will not normally purchase materials to be used solely for classroom instruction, such as cliff notes[9].

Budget allocations are not provided specifically for departments other than the library. The technique for distributing funding to different topic areas may be based on a formula that takes into account criteria such as the number of students enrolled at various levels and the number of courses. Offered in each subject for a certain semester, circulation data, and average book price in each discipline studied. The Collection Development office has a copy of the monograph allocation formula. Exceptions are granted for subject areas when additional money are available through special line item accounts. All books will be ordered in whichever format the librarians/faculty members prefer. If no format is specified, books will be purchased in hard copy. If the desired format is not available, whatever format is available will be ordered in hard copy, unless the librarian specifies otherwise.

The collection development policy guarantees that the authorities, users, and library personnel all actively participate in the process of establishing a collection. It establishes the library's collection objectives and who has selection responsibilities, as well as the selection criteria, acquisition methods, and the strategy for dealing with electronic resources. Thus, collection development strategy should be based on the library's goals and objectives.

Selection policy should be solid and thorough in order to develop a sufficient collection of resources. It should also guarantee that money is used wisely in order to build resources that fulfill the information demands of users and provide consistency to the process of resource selection. Because of the exponential expansion of resources, formats, distribution methods, and charges, the task of a selection librarian is getting more difficult. The decline in buying power exacerbates the situation.

The purchase of documents involves knowledge of publishers and the book trade, as well as a comprehension of ordering methods, practices, and rules, as well as policies governing gifts and exchanges. The acquisition librarian should have a bibliographical sense in order to spot occurrences of duplication during the indent stage or while submitting orders. Sending orders is a serious duty, and the librarian should carefully review the orders to spot any inaccuracies. In today's world, the vendor must be active in carrying out his responsibilities. In addition to the conventional duty of purchasing books, periodicals, and other materials, he must now undertake shelf preparation, distribution of e-books and e-journals, document delivery, and so on. With the advent of the Internet, it has been feasible to provide electronic materials straight to consumers' desktops. Communication between libraries and suppliers has been more rapid, as has the

process of obtaining answers to questions or placing purchases. It has sped up the purchase process. As a result of these advancements, library services have considerably improved[10].

The discipline of collection development is critical to the evolution of information organization. The quality of the collection, as well as the service provided by any information institution or university, is determined by the right selection and acquisition of information sources. The pursuit of collection development involves policies that govern its cardinal moments, as well as methods and essential processing that aid in the work of professional collection development in Incharge and aid in decision-making. The information policies must be updated to meet the needs of the organization and to make information more accessible to all of its members.

CONCLUSION

The goal of collection development is to create a library collection that will provide a constantly increasing repository of relevant material to support and improve the parent organization's services.Collection evaluation refers to the practice of regularly reviewing the library collection. The goal of collection evaluation is to ensure that the library's collection fits the community's current requirements by offering trustworthy, up-to-date, and visually appealing items and other information sources.

Patrons seeking general information, instructional and/or research resources in the subjects of book history and printing, paleography, typography, book industries (book commerce and publishing), book assessment, copyright, and censorship can also find it useful.

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CHAPTER 10

ADVANTAGE OF THE DIGITAL LIBRARY

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ABSTRACT:

A digital library is a collection of electronic materials, artifacts, and records. The benefit of having library material in digital form is that it takes up less room and can be reproduced and utilized electronically, it can be made accessible on networks, and it can be searched for automatically.Digital libraries provide access to a wide range of material, with theoretically an endless amount of resources and options available.

KEYWORDS:

Digital Library, Digital Information, Education Games, Internet Archive, Recommender System.

INTRODUCTION

A digital library, also known as an online library, an internet library, a digital repository, a library without walls, or a digital collection, is an online database of digital objects that can include text, still images, audio, video, digital documents, or other digital media formats. Objects might include digitized material such as print or images, as well as original digital content such as word processor files or social networking postings. In addition to storing material, digital libraries include tools for organizing, finding, and retrieving such content. Individuals or groups may maintain digital libraries of varying size and scope. The digital information can be kept locally or accessible remotely through computer networks. Interoperability and sustainability enable these information retrieval systems to share information with one another.

The early history of digital libraries is not well documented, but several key thinkers are associated with the concept's emergence. Forerunners include Paul Otlet and Henri La Fontaine's Mundaneum, an attempt begun in 1895 to gather and systematically catalog the world's knowledge in the hope of bringing about world peace.Vannevar Bush and J.C.R. Licklider were two individuals who helped to turn this concept into modern technology. Bush had backed the research that resulted in the Hiroshima bomb. After seeing the accident, he intended to build a machine that would demonstrate how technology can lead to knowledge rather than devastation. The "Memex" would be a workstation with two displays, switches and buttons, and a keyboard. Individuals would be able to quickly access stored books and data in this manner[1].

Licklider was financed by the Ford Foundation in 1956 to investigate how technology may be used to enhance libraries. His concept was incorporated in his book "Libraries of the Future" about a decade later. He sought to build a system that would employ computers and networks to make human knowledge available for human needs and automated feedback for machine

reasons. This system was made up of three parts: the corpus of knowledge, the query, and the response. Licklider referred to it as a procognitive system. Early initiatives focused on developing an electronic card catalogue known as the Online Public Access Catalog (OPAC). The success of these efforts led in OPAC replacing the old card catalog in many academic, public, and special libraries by the 1980s. This enabled libraries to engage in more lucrative collaborative activities to enhance resource sharing and broaden access to library content beyond the scope of a single library.

The Education Resources Information Center (ERIC), a database of education citations, abstracts, and texts founded in 1964 and made accessible online via DIALOG in 1969, is an early example of a digital library.Due to a $24.4 million NSF-managed program supported jointly by DARPA's Intelligent Integration of Information (I3) program, NASA, and the NSF itself in 1994, digital libraries became widely visible in the research community. Successful research proposals came from six U.S. universities, including Carnegie Mellon University, University of California-Berkeley, University of Michigan, University of Illinois, University of California-Santa Barbara, and Sta At their midway point in May 1996, articles from the projects highlighted their progress. Stanford research by Sergey Brin and Larry Page led to the creation of Google.

The NSF/DARPA/NASA Digital Libraries Initiative popularized the term "digital library" in 1994. With the availability of computer networks, information resources are expected to be distributed and accessed as needed, whereas in Vannevar Bush's essay As We May Think (1945), they were to be collected and kept within the researcher's Memex.The terms virtual library and digital library were previously used interchangeably, but are now largely used for libraries that are virtual in different ways (such as libraries that collect scattered information). There was debate in the early days of digital libraries about the parallels and distinctions between the labels digital, virtual, and electronic[2].

A difference is often drawn between material generated in digital format, known as born-digital, and information transferred from a physical medium, such as paper, via digitization. Some electronic stuff is not in digital data format. The phrase hybrid library refers to libraries that house both physical and electronic materials. American Memory, for example, is a digital library housed inside the Library of Congress.Some notable digital libraries, such as arXiv and the Internet Archive, also function as long-term archives. Others, like the digitized Public Library of America, aim to make digitized information from numerous organizations readily available online.

Many university libraries are actively engaged in the development of repositories for their institution's books, papers, theses, and other works that can be digitized or were "born digital." In contrast to the publishing of research in commercial journals, where the publishers often limit access rights, many of these archives are made accessible to the general public with minimal limitations, in line with the ideals of open access. Institutional, genuinely free, and corporate repositories may all be referred to as digital library, regardless of access privileges.Institutional repository software is intended for preserving, organizing, and searching the material of a library. DSpace, Greenstone Digital Library (GSDL), EPrints, Digital Commons, and the Fedora Commons-based systems Islandora and Samvera are all popular open-source alternatives.

Legal deposit is often covered by copyright legislation and, in other cases, by regulations related to legal deposit, and mandates that one or more copies of any content published in a country be deposited for preservation in an institution, usually the national library. Since the introduction of electronic documents, law has had to be modified to include the new forms, such as the 2016 modification to Australia's Copyright Act 1968.Various sorts of electronic depositories have been established since then. The British Library's Publisher Submission Portal and the Deutsche Nationalbibliothek's German counterpart both feature a single deposit point for a network of libraries, but public access is only accessible in the libraries' reading rooms. The Australian National edeposit system offers the same functionality, but enables for remote access to much of the material by the general public[3].

In some aspects, physical archives vary from physical libraries. Archives are traditionally characterized. Primary sources of information (usually letters and documents directly created by a person or group) rather than secondary sources (books, journals, etc.) obtained in a library.Organizing their contents into groupings rather than individual objects.Because it breaks down the second and third of these broad norms, the technology utilized to produce digital libraries is even more revolutionary for archives. In other words, "digital archives" or "online archives" will still include primary materials in general, but they will be described individually rather than (or in addition to) in groups or collections. Furthermore, since they are digital, their contents are readily replicable and may have been copied from somewhere else. The Oxford Text repository is widely regarded as the earliest digital repository of scholarly primary source materials.

The nature of the materials stored distinguishes archives from libraries. Individual published books and serials, as well as bounded groupings of individual objects, are collected by libraries. Libraries' books and periodicals are not unique since several copies exist, and any given copy will typically be as satisfying as any other copy. The material in archives and manuscript libraries is "the unique records of corporate bodies and the papers of individuals and families".

Archives must retain the environment in which their records were generated, as well as the network of connections between them, in order to preserve their instructive content and offer intelligible and usable information throughout time. The primary feature of archives is their hierarchical arrangement, which expresses the context via the archival link.Given the significance of archives, a specific formal model called NEsted SeTs for Object Hierarchies (NESTOR) has been established, based on their unique elements. In contrast to the tree's binary connection between nodes, NESTOR is built on the notion of describing hierarchical relationships between items via the inclusion property of sets. NESTOR has been utilized to explicitly expand the 5S model to define a digital archive as a subset of a digital library that may take into account the unique characteristics of archives.

The benefits of digital libraries as a way of simply and quickly accessing different sorts of books, archives, and photographs are now widely acknowledged by commercial interests and public entities alike.Traditional libraries are limited by storage space; digital libraries, on the other hand, have the potential to store much more information, simply because digital information requires very little physical space to contain it. As a result, the cost of maintaining a digital

library can be much lower than that of a traditional library. A physical library must spend a lot of money on employees, book care, rent, and new books[4].

These costs may be reduced or eliminated in certain cases by digital libraries. To enable users to search and obtain content, both kinds of libraries need cataloging input. Digital libraries may be more willing to adopt technological innovations, such as improving electronic and audio book technology and introducing new forms of communication such as wikis and blogs; conventional libraries may believe that providing online access to their OP AC catalog is sufficient. Increased user accessibility is a significant benefit of digital conversion. They also provide accessibility to those who may not be regular library clients owing to geographic location or organizational membership.

DISCUSSION

A digital library user does not need to physically visit the library; anyone from all over the globe may obtain access to the same knowledge as long as an Internet connection is available.The capacity to access material 24 hours a day, seven days a week is a significant benefit of digital libraries.A number of institutions and customers may utilize the same resources at the same time. A library may have a license for "lending out" only one copy at a time; this is accomplished through a digital rights management system in which a resource can become inaccessible after the lending period expires or after the lender chooses to make it inaccessible (equivalent to returning the resource).While digitization does not provide a long-term preservation solution for physical collections, it does provide access copies for items that might otherwise degrade due to repetitive usage. Many preservation and conservation issues confront digitized collections and born-digital items that analog materials do not. Examples may be found in the "Problems" section of this page.

Unlike conventional libraries, which have limited storage capacity, digital libraries have the ability to hold considerably more material, simply because digital information takes relatively little physical room to house it and media storage technologies are more economical than ever.Certain qualities of objects, most notably picture quality, may be increased. Digitization may improve legibility and eliminate apparent faults like stains and discolouration.

There are many software packages available for use in general digital libraries. Institutional repository software may be found in Institutional repository software, which focuses largely on the intake, preservation, and access of locally created documents, especially locally produced academic outputs. This software may be proprietary, as is the case with the Library of Congress, which manages digital material using Digiboard and CTS[5].

The design and execution of digital libraries are built so that when information is transmitted, computer systems and software may utilize it. These are known as semantic digital libraries. DjDL is a sort of semantic digital library. The two basic kinds of searches are keyword-based and semantic search. In semantic search, a tool is offered to construct a group for augmentation and refining for keywords-based search. The topic ontology and the collection of concept search patterns based on the ontology are the two types of conceptual knowledge employed in DjDL.

This search is related with three types of ontologies: bibliographic ontologies, community-aware ontologies, and topic ontologies.

The ability to discover books of interest in conventional libraries is strongly connected to how effectively they were cataloged. While categorizing electronic works digitized from an existing library's holdings may be as easy as copying or shifting a record from print to electronic form, complicated and born-digital works need much more effort. To address the increasing amount of electronic publications, new tools and technologies for automated semantic categorization and searching must be developed.

Most digital libraries provide a search interface that enables users to locate materials. These are often deep web or invisible web sites since search engine crawlers frequently cannot find them. To help search engines to discover all of their materials, some digital libraries construct dedicated websites called sitemaps. The Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) is often used by digital libraries to expose their metadata to other digital libraries, and search engines like as Google Scholar, Yahoo!, and Scirus may also utilize OAI-PMH to access these deep web resources[6]. There are two primary approaches to searching a digital library federation: distributed searching and searching previously gathered information.

Typically, distributed searching entails a client submitting many search queries in parallel to a number of federated servers. The results are collected, duplicates are removed or grouped, and the remaining items are sorted and returned to the client. Protocols such as Z39.50 are often used in distributed searching. One advantage of this method is that the resource-intensive activities of indexing and storing are delegated to the federation's relevant servers. One disadvantage of this strategy is that the search process is restricted by each database's various indexing and ranking capabilities, making it difficult to create a combined result consisting of the most relevant discovered items.

Querying through previously obtained metadata entails querying a locally stored index of information already acquired from the federation's libraries. When a search is done, the search mechanism does not need to connect to the digital library being searched since it already has a local representation of the information. This technique necessitates the development of a frequent indexing and harvesting system that connects to all digital libraries and queries the whole collection in order to identify new and updated contents.Digital libraries typically employ OAI-PMH to facilitate metadata harvesting. The search mechanism has complete control over indexing and ranking algorithms, which may allow for more consistent results. One disadvantage is that harvesting and indexing systems use more resources and are hence more costly[7].

Each necessary component of this must be migrated, preserved, or emulated. Lower levels of systems (for example, floppy disks) are typically emulated, bit-streams (the actual files stored on the disks) are preserved, and operating systems are emulated as a virtual machine. Migration is only possible where the meaning and content of digital media and information systems are well understood, as in the case of office documents. However, the Wider Net Project has created an offline digital library, the eGranary, by reproducing materials on a 6 TB hard drive. Instead of a bit-stream environment, the digital library has a built-in proxy server and search engine, allowing

digital resources to be accessible through an Internet browser. The items are also not archived. The eGranary is designed for use in locations or circumstances where Internet access is poor, non-existent, unreliable, inappropriate, or prohibitively costly.In recent years, procedures for digitizing books at high speed and low cost have improved significantly, making it possible to digitize millions of books per year. The Google book-scanning project is also working with libraries to offer digitize books, pushing the digitize book realm forward.

Digital libraries are restricted by copyright law because, unlike conventional printed works, digital copyright regulations are still being developed. Libraries may need permission from rights holders to republish information on the web, and there is a conflict of interest between libraries and publishers who may want to make online copies of their purchased materials for economic reasons. In 2010, it was estimated that 23% of all books in existence were produced before 1923 and hence were not protected by copyright. Only 5% of those issued after this date were still in print as of 2010. As a result, around 72% of books were not accessible to the general public.

As a consequence of the spread structure of digital resources, there is a dilution of accountability. Because digital information is not necessarily controlled by a library, complex intellectual property issues may arise. The content is sometimes public domain or self-generated content exclusively. Some digital libraries, such as Project Gutenberg, attempt to digitize and make freely accessible to the public works that are not copyrighted. The number of separate books still existing in library catalogues from 2000 BC to 1960 has been estimated. The Fair Use Provisions (17 USC 107) of the Copyright Act of 1976 specify the situations under which libraries may copy digital content. Fair use is defined by four factors: "purpose of use, nature of the work, amount or substantiality used, and market impact".

The Digital Millennium Copyright Act of 1998 was passed in the United States to address the introduction of digital works. This Act combines two treaties signed in 1996. It criminalizes attempting to get around barriers that restrict access to intellectual content. It also criminalizes trying to overcome access control. This statute permits nonprofit libraries and archives to make up to three copies, one of which may be digital. This, however, may not be made public or circulated on the internet. Furthermore, it permits libraries and archives to duplicate a work whenever its format becomes outdated[8].

As a result, suggestions have been made to exclude digital libraries from copyright law. Although this would be immensely useful to the public, it might have a negative economic impact and make writers less likely to develop new works.Another factor that complicates things is certain publishing firms' wish to limit the usage of digital assets such as e-books acquired by libraries. Unlike physical books, which the library owns until it can no longer be circulated, publishers seek to restrict the number of times an e-book may be checked out before the library must buy it.

Began licensing use of each e-book copy for a maximum of 26 loans. This affects only the most popular titles and has no practical effect on others. After the limit is reached, the library can repurchase access rights at a lower cost than the original price." While this sounds like a good balance of library lending and protecting themselves from a feared decrease in book sales,

libraries are not set up to monitor their c They recognize the rising need for digital items accessible to users and the desire for a digital library to grow to include top sellers, but publisher licensing may stymie the effort.

Many digital libraries use recommender systems to assist users identify appropriate books and prevent information overload. IEEE Xplore, Europeana, and GESIS Sowiport are among digital libraries that include recommender systems. The recommender systems are mostly based on content-based filtering, but other approaches such as collaborative filtering and citation-based recommendations are also used. According to Beel et al., there are more than 90 different recommendation approaches for digital libraries, which are presented in more than 200 research articles.

Digital libraries often create and manage their own recommender systems based on existing search and recommendation frameworks such as Apache Lucene or Apache Mahout. There are, however, certain recommendation-as-a-service providers that specialize in providing a recommender system for digital libraries as a service.Google, the Million Book Project, and the Internet Archive are all working on large-scale digitization initiatives. With continuous advancements in book handling and display technology like as optical character recognition, as well as the development of alternative depositories and commercial models, digital libraries are gaining appeal. Digital libraries, such as the Internet Archive, have gone into audio and video collections in the same way that libraries have. In 2016, Google Books won a court battle to resume its book-scanning initiative, which had been suspended by the Authors' Guild. This paved the way for libraries to collaborate with Google to better serve clients who are used to electronic information[9].

"All the problems associated with digital libraries are wrapped up in archiving," says Larry Lannom, Director of Information Management Technology at the nonprofit Corporation for National Research Initiatives (CNRI). He continues, "If people can still read your article in 100 years, we'll have solved the problem." Daniel Akst, author of The Webster Chronicle, believes that "the future of libraries and of information is digital." According to Peter Lyman and Hal Variant of the University of California, Berkeley, "the world's total yearly production of print, film, optical, and magnetic content would require roughly 1.5 billion gigabytes of storage." As a result, they anticipate that "soon, it will be technologically possible for an average person to access virtually all recorded information".

Digital archives are a dynamic media that evolves under diverse conditions. Other digital archiving efforts, in addition to large-scale repositories, have emerged in response to requirements in research and research communication at different institutional levels. During the COVID-19 pandemic, for example, libraries and higher education institutions launched digital archiving projects to document life during the pandemic, resulting in a digital, cultural record of collective memories from the time. Researchers have also used digital archiving to create specialized research databases. These databases collect digital records for usage on a global and multidisciplinary scale. COVID CORPUS, launched in October 2020, is an example of such a database, created in response to scientific communication needs in the aftermath of the pandemic. Beyond academia, digital collections have recently been developed to appeal to a

broader audience, such as Cornell University's Selected General Audience Content of the Internet-First University Press. This general-audience resource includes specialist research material but is digitally structured for accessibility.

Kids educational games are interactive educational software programs or digital platforms meant to help youngsters learn and improve skills via play. These games combine entertainment with instructional material, with the goal of immersing children in interesting and interactive experiences that improve their cognitive, motor, and social abilities.Kids educational games have grown in popularity in recent years as a beneficial addition to conventional learning techniques for parents and educators. These activities are intended to make learning more interesting and engaging for youngsters, while also promoting active involvement and motivation. They give an engaging and immersive learning experience by combining instructional information into gaming forms.These games correspond to school curriculum and span a wide variety of areas, including mathematics, language arts, science, and social studies. The material is organized to correspond to age-appropriate learning goals.To actively engage children, kids educational games integrate interactive components such as puzzles, quizzes, problem-solving exercises, and exploration. To inspire and incentivise learning, games mechanisms often include prizes, progress monitoring, and achievements.Adaptive learning algorithms are used in certain educational games to customise the experience depending on each child's particular development and learning requirements. These systems alter the difficulty level and material dynamically to meet the child's ability level, offering a personalized learning experience[10]. Educational games deliver strong reports and in-depth insights into student or kid development, providing instruction and reinforcement while playing. They may incorporate evaluation tools to measure the child's performance and give parents and educators with insights.To accommodate varied learning styles, children's educational games often include visual, aural, and kinesthetic features. This multimodal method reinforces children's learning via many sensory channels.

Educational games engage youngsters in entertaining and motivating experiences by mixing entertainment and learning. This may increase their eagerness to study and keep them interested in instructional topics.Educational games help children develop cognitive, physical, and social abilities. They may help you enhance your problem-solving, critical thinking, creativity, hand-eye coordination, collaboration, and communication skills.Educational games with adaptive learning characteristics enable for tailored learning experiences. Children may study at their own speed, with customized education that meets their specific learning requirements.Educational games may enhance standard teaching techniques and act as an additional learning tool at home and in the classroom. They provide extra practice and reinforcement of skills learnt in school.Because digital devices are widely available, educational games provide easy access to learning possibilities. They are readily accessible on computers, tablets, and cellphones, making learning available at any time and from any location.

Finally, Manawatu District Libraries are key community centres, providing a broad range of resources such as an enormous book collection and a variety of educational activities and events for people of all ages. These libraries serve an important role in increasing knowledge, literacy, and community participation, making them essential producers of educational materials, such as

instructional games for children. Manawatu District Libraries contribute to the educational growth and enrichment of children in the community by promoting a love of learning and offering engaging experiences[11].

CONCLUSION

The online catalog is the most adaptable and up to date. Users may make additions, deletions, and modifications to their entries at any time, and the results are instantly accessible.An electronic library contains digital data that includes not just text data but also music, pictures, and motion video.

Because all data is digitized, different types of data may be readily combined, and a high degree of retrieval and other processing can be performed.

Digital library database resources have a tremendous influence on fostering higher education's research culture. The utilization of digital databases allows one to comprehend intellectual development, research productivity, planning, and the identification of user information demands.

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CHAPTER 11

A BRIEF OVERVIEW OF THE SEARCH ENGINE

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ABSTRACT:

A search engine, such as Google, searches the Internet using computer algorithms to discover webpages that match the terms you input. Library databases look for published and scholarly materials, such as articles from journals, newspapers, and periodicals.Google and other search engines can scan billions of public web pages for your keywords in seconds, but they cannot access confidential data. The library pays for access to databases providing intellectual information that cannot all be discovered via search engines on the internet.

KEYWORDS:

Library Service, Page Documents, Search Engine, Seed List, Web Site.

INTRODUCTION

A search engine is a piece of information retrieval software that finds, crawls, converts, and saves data for retrieval and display in response to user queries.A search engine is often made up of four parts: a search interface, a crawler also known as a spider or bot, an indexer, and a database. The crawler scans a collection of documents, deconstructs the text, and assigns surrogates for storage in the search engine index. Images, link data, and metadata for the document are also stored by online search engines.Vannevar Bush's piece titled As We May Think, published in The Atlantic Monthly in July 1945, inspired the notion of hypertext and memory extension. Vannevar Bush challenged scientists to collaborate to help establish a corpus of knowledge for all humanity in this essay. He then introduced the concept of an associative memory storage and retrieval system that is nearly endless, rapid, reliable, extendable, and associative. He dubbed this instrument a memex.

Bush recognized the idea of "associative indexing" as his most important conceptual contribution. This was "a provision whereby any item may be caused at will to select immediately and automatically another," he stated.

This is the memex's most important feature. The process of connecting two elements is what is crucial.All of the papers utilized in the memex would be microfilm copies purchased as such or, in the case of personal records, microfilm changed by the machine itself. Memex would also utilize new retrieval methods based on a new kind of associative indexing, the core notion of which is a provision that allows any item to be induced at will to choose instantly and automatically another, allowing users to establish personal "trails" across connected documents.

The new techniques that Bush believed would facilitate knowledge storage and retrieval would result in the creation of whole new types of encyclopedias[1].

The associative trail is the most significant mechanism proposed by Bush. It would be a technique to establish a new linear series of microfilm frames over any arbitrary sequence of microfilm frames by chaining together the linkages indicated above, together with personal remarks and side trails.Gerard Salton, who died on August 28, 1995, was widely regarded as the founder of contemporary search technology. His Harvard and Cornell teams created the SMART information retrieval system. The vector space paradigm, Inverse Document Frequency (IDF), Term Frequency (TF), term discrimination values, and relevance feedback mechanisms were all incorporated in Salton's Magic Automatic Retriever of Text.He wrote A Theory of Indexing, a 56-page book that outlined many of his criteria, on which search is still heavily dependent.

An article documenting the construction of a character string search engine (SSE) for speedy text retrieval using a double-metal 1.6-m n-well CMOS solid-state circuit with 217,600 transistors laid out on an 8.62x12.76-mm die area was published in 1987. The SSE supported a new string-search architecture that blends 512-stage FSA logic with content addressable memory (CAM) to produce an estimated string comparison rate of 80 million strings per second. The CAM cell was made up of four standard static RAM (SRAM) cells plus a read/write circuit. Concurrent comparison of 64 stored strings of variable length took 50 ns for an input text stream of 10 million characters/s, allowing performance even in the presence of single character mistakes in the form of character codes. The chip also supported nonanchor string search and variable-length 'don't care' (VLDC) string search[2]. Search engines that are specifically built for searching web pages, documents, and photos were created to help people navigate a big, hazy blob of unstructured data. They are designed to crawl the infinite stockpile of pages and documents to skim the figurative foam from their contents, index the foam/buzzwords in a semi-structured form database or something, and finally resolve user entries/queries to return mostly relevant results and links to the inventory's skimmed documents or pages.

The first step in classifying web pages in the case of a wholly textual search is to find a 'index item' that may relate expressly to the ‘search term.' Previously, search engines began with a small list of URLs as a so-called seed list, fetched the content, and parsed the links on those pages for relevant information, which subsequently provided new links. The procedure was very cyclical and lasted until the searcher identified enough pages to utilize. Nowadays, a continuous crawl strategy is used rather than an unintentional discovery based on a seed list. The crawl approach is an extension of the discovery method described above. There is no seed list, however, since the mechanism never stops worming.To appeal to a page's significance, most search engines utilize complex scheduling algorithms to "decide" when to revisit it. These methods vary from a constant visit-interval with a greater priority for sites that change often to an adjustable visit-interval depending on multiple variables such as frequency of change, popularity, and overall site quality. The speed of the web server hosting the website, as well as resource limits such as hardware or bandwidth, have a role.

Web crawled pages are often dispersed and supplied onto another computer, which generates a map of the resources identified. The bunchy cluster mass resembles a graph, with the individual

pages represented as little nodes linked by linkages between the pages. The excess data is stored in multiple data structures that allow for quick access to say data by algorithms that compute the popularity score of web pages based on how many links point to a specific web page, which is how people can access any number of resources concerned with diagnosing psychosis. Another example would be the accessibility/rank of online sites carrying information about Mohamed Morsi vs the very finest things to visit in Cairo after just typing 'Egypt' into a search engine. PageRank, introduced by Google founders Larry Page and Sergey Brin, is one such algorithm that has garnered a lot of attention since it emphasizes the repetitive mundanity of online searches courtesy of students who don't know how to properly study issues on Google[3].

The concept of using link analysis to get a popularity rank predates PageRank. However, Google's John Mueller indicated in October 2014 that Google would no longer be updating it (Page Rank). Other variations of the same principle are now in use; for example, grade schoolchildren do the same kind of calculations when selecting kickball teams. These thoughts may be divided into three categories: the rank of individual pages, the character of web site content, and the nature of web site content. Because online content providers are no strangers to blatant self-promotion, search engines often distinguish between internal and external connections. Because anchor text may frequently give a "very good quality" summary of a web page's content, link map data structures generally contain the anchor text included in the links as well.Searching for text-based material in databases involves a few unique obstacles, which have spawned a slew of specialized search engines.When processing sophisticated queries (with several logical or string-matching parameters), databases may be sluggish. Databases support pseudo-logical queries, which are not supported by full-text searches. A database does not need crawling since the data is already structured. However, it is often required to index the data in a more compact form to allow for a more efficient search[4].

Data sought may include both database material and online pages or documents. Search engine technology has evolved to meet both sets of needs. The majority of mixed search engines are massive Web search engines, such as Google. They look for information in both organized and unstructured data sources. Consider the word 'ball.' In its most basic form, it yields more than 40 versions on Wikipedia alone. Did you mean a ball in the sense of a social gathering/dance? Is it a soccer ball? What about the ball of the foot? Crawled pages and documents are indexed in a separate index. Databases are also indexed from numerous sources. Users are then shown search results by searching these many indexes in parallel and compounding the results based on "rules."

Library 2.0 is a suggested idea for library services that encourage user contributions and other Web 2.0 characteristics, including online services like OPAC systems. The idea is founded on Radical Trust, and its supporters believe it will ultimately replace conventional libraries. Michael Casey developed the phrase "Library 2.0" in 2006 on his blog Library Crunch.Casey noted that libraries, particularly public libraries, are at a crossroads where many Web 2.0 components have relevant value within the library community, both in technology-driven and non-technology-based services. He specifically mentioned the necessity for libraries to embrace a strategy of perpetual transformation while encouraging library customers to participate.

In October 2005, Michael Stephens of Saint Joseph County Public Library discussed the concept of Library 2.0 in respect to the traditional library website at Internet Librarian 2005.A September 2006 article in Library Journal titled "Library 2.0: Service for the Next-Generation Library" begins by stating that Library 2.0 benefits library administrators and taxpayers by providing "more efficient ways of delivering services to achieve greater returns on financial investments." The article goes on to say that the much-discussed Library 2.0 is important for librarians because it may radically change our customer service and interaction[5].

Major advancements occurred during the library 2.0 period, which some academics associate with web 2.0. It took place between 2005 and 2010 (Noh, 2015). This was the first time the library used the internet to deliver digital library services. For example, the use of Online Public Access (OPAC), social networking such as wikis, and podcasts, which provided the avenue for the opportunity to interact with patrons using social media platforms, making library services more interactive and collaborative.Library 2.0 evaluates and updates library services on a regular basis to suit the changing demands of library users. Library 2.0 also encourages libraries to promote user engagement and input in the creation and upkeep of library services. A key component of Library 2.0 is the engaged and empowered library user. With information and ideas flowing in both ways - from the library to the user and from the user to the library - library services may constantly and rapidly change and improve. Whether the product is virtual or actual, the user is a participant, co-creator, builder, and consultant.

One benefit of exploring digital services is that the library can reach out to more individuals, including those who have never used a library before.One issue that Library 2.0 is attempting to solve is that prospective consumers resort to Google and Wikipedia because they are "good enough" and view libraries to be sluggish and useless.According to Alex Byrne, the adoption of Web 2.0 tactics in the library environment transforms the librarian's function into one of supporting clients' information literacy throughout the "largely unknown informational universe" rather than assisting them in navigating the library's own collection[6].

Some of the issues raised by Library 2.0 are access to technology, privacy and security. Casey and Savastinuk, for example, propose enabling customers to tag or blog anonymously. Steve Lawson, humanities liaison librarian, published a blog entry titled "A Library 2.0 skeptic's reading list" in 2006, which compiled links to blogs that addressed similar issues. "I'm not anti-Library 2.0," Lawson adds, "but I like to think of Library 2.0 as a continuing conversation about the future of libraries, and it makes sense to me to try to gather some voices that challenge Library 2.0 conventional wisdom."

Another source of worry is that the usage of Web 2.0 technology may enable users to propagate hate speech and cyberbullying inside the library system. It is proposed that libraries describe hate speech and recognize it when it happens in their user content policy.When utilizing Facebook for social networking at a Swedish public library, librarians were characterized as "always at the beck and call of Facebook," and capable of losing the ties they'd made with their clientele owing to Facebook malfunctions.

The Online Public Access Catalogue (OPAC) makes the library collection available to its users by allowing them to search and browse the library catalogue online. It might be a feature of the Integrated Library Management System (ILS) or standalone software.Library 2.0 is a new approach to offering library services using new Internet technologies, with a focus on "user-centered" change and engagement. A full-featured Library 2.0 OPAC, like Web 2.0, improves as users become more active in the process of engaging with the catalog and exchanging material.

Librarians have been striving to retool library catalogs so that customers can discover, organize, and interact with material in a manner that allows for endless user customisation. These new catalogs represent a move from "isolated information silos" to "interlinked computing platforms." Previously, information flowed mostly one way, from library to user. New online technologies allow information to flow in all directions (library to user, user to library, library to library, and user to user).On her librarian.net website, Jessamyn West wrote "What We Want: An OPAC Manifesto," which detailed the demands of library employees, geeks, and users in their OPAC. These helpful hints tell librarians about the flexibility, customizability, and simple language approach that customers want in their OPAC. Librarians should be aware of these concerns so that improvement planning may begin[7]. Nishat Kazi suggests that when a customer joins the library, their interests be tracked, and that when they log in to their account on the OPAC, new items that fit their interests be shown to them. Kazi also suggests enabling customers to rate and evaluate things in the OPAC and allowing other clients to comment to these evaluations.Clients may contribute key phrases in addition to those provided by the librarian to help in searching.

Tsinghua University in China created the Xiaotu participatory library. Xiaotu is an artificial intelligence library that enables people to converse with it through a mobile app or social network. It offers a real-time virtual reference service that combines the capabilities of Tsinghua University Library with social network and third-party resources. The system is built on a self-learning feature that accepts updates from users when they discover missing or incorrect information. It is linked to China's biggest social network, and it hosts a book reading club for Tsinghua University students in China. Its knowledge base comprises Wikipedia and its Chinese equivalent, information updated by university instructors, frequently asked questions (FAQ) compiled from the university library, and other third-party resources available on the Chinese internet[8].

The web has been buzzing about Library 2.0. Some librarian bloggers have claimed that these basic ideas are not new and have been part of many library reformers' service philosophies since the nineteenth century. Others want more tangible examples of how libraries may achieve Library 2.0. According to Walt Crawford, Library 2.0 consists of a combination of tools and attitudes that are excellent ideas and not new to librarianship, a few business- and tool-focused attitudes that will not serve all users and user communities, and incorrectly positions libraries as the appropriate source for all users to gather all information.

Proponents of Library 2.0, including Stephen Abram, Michael Stephens, Paul Miller, and others, have responded to these criticisms, arguing that, while individual components of Library 2.0 may not be entirely novel, the convergence of these service goals and ideas with many new Web 2.0

technologies has resulted in a new generation of library service. This covers libraries' usage of internet social networks.Makerspaces, context-aware technology, open source, big data, cloud services, augmented reality, and cutting-edge displays have all been suggested as components of Library 4.0.

DISCUSSION

The World Wide Web (WWW) is a massive collection of interconnected content that serves as a highly helpful information source. The success of the WWW is primarily due to its decentralized design structure, in which content is housed by several servers and a document may refer to other documents regardless of its geographical location. An information retrieval methodology is a method of searching for information on a topic across a massive number of resources relevant to the user's information demand. Search Engine is a clear definition of information retrieval.

"Information Retrieval (IR) is the process of locating material (usually documents) of an unstructured nature (usually text) that meets an information need from large collections (usually stored on computers)." The World Wide Web has transformed data availability. However, owing to its existing structure it is becoming more difficult to extract essential information from such a big collection. The Web site has developed significantly, and because of the vast number of accessible material, it is becoming more difficult to discover important information. The challenge of retrieving meaningful information from the WWW is unprecedentedly complex[9].

With such a massive amount of data, search engines are becoming a crucial tool for finding relevant information. The information is found by sending queries in the form of keywords to a search engine, and as a consequence, information searchers discover the needed information. Thus, search engines are regarded as a significant tool for information retrieval systems since they provide a collection of ranked web pages that are relevant to the query terms. A search engine is a tool used to access information stored on the World Wide Web. The following are the most common components of a search engine: The initial step of a search engine in which documents from the internet are downloaded depending on the URL received from the URL Frontier Queue . The web pages that are retrieved from the internet are forwarded for processing and link extraction. After passing through a set of duplicate content and URL removal checks, the extracted links are transferred to URL Frontier Queue for obtaining web pages from those links.

The Indexer Module indexes the crawled web pages. Tokenization, linguistic pre-processing such as hyphenation, stop word removal, stemming, lemmatization, and normalization are the primary phases in index building. These words are sorted and preserved as a posting list that includes the frequency of the terms as well as the document in which each term appears. Depending on the nature of material, several sorts of indexes are built. Text indexes, structure indexes, and utility indexes. The user's query phrases are compared to the index to provide the results. When a user query is made, the query words are compared to the terms in the index structure, and the terms that match the query terms are provided to the user as a result.

The web pages returned following a query match are ranked depending on a variety of parameters. Page-Rank and the Hypertext Induced Topic Specific (HITS) algorithm are the most

extensively used ranking algorithms. Search engines such as Google, Yahoo, and others match the terms in the query with web pages that include those keywords, resulting in a collection of relevant and irrelevant results. Retrieving useful information from the available information is an essential research topic in search engines.

Keyword-based matching is used by major search engines such as Google and Yahoo. It is the user's responsibility to extract important information from a big number of results. Finding useful information from such a big range of web pages proves to be an extremely time-consuming operation. Certain issues are connected with keyword-matching search engines. The primary problem with the produced results is that they have a high recall but a poor precision, which means that it returns a lot of vital results from its repository but those results aren't all that significant, referring to the low accuracy. However, with a big number of results returned, even if the major relevant pages are returned, they are of little utility if a huge number of somewhat related or irrelevant papers are also returned.

Due to a lack of uniform format, the system is unable to grasp the given information. The data is based on HTML-based free format web pages, which are ideal for direct human usage but not for automated information sharing, retrieval, and processing by software agents (machines). The majority of contemporary online material is expressed in HTML, which is more of a display language and so does not aid in machine interpretability.

The results of the query entered are a large number of documents or web pages; the user must manually combine the incomplete information to get the whole information. As a consequence, search engines produce a large number of results that must be manually grouped. The results are based only on the keyword matching in the document. The query and the documents are not matched based on concepts.

As a consequence, the results may or may not be semantically related to the user query. Current search engines compare the query terms to the keywords in the page. For example, the query "jaguar" has two separate meanings, vehicles and animals, and so provides results for both publications, resulting in poor accuracy. Similarly, the queries "holiday" and "vacation" refer to the same phrase yet generate different results when submitted individually, while referring to the same word.

CONCLUSION

A search engine is software that is used to find particular information. The most common sort of search engine is the internet search engine, which is a web service that discovers information on the internet (sometimes known as the "world wide web") based on a user's query, which is often a group of words.

Google, Yahoo!, and MSN Search are examples of popular search engines.Most students considered search engines to be important in their academic study. According to one survey, over 83% of university students use search engines and search-related websites to find information. According to the findings, undergraduate students prefer Google over other search engines.

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CHAPTER 12

TYPES OF THE LIBRARY MATERIALS

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ABSTRACT:

Special collections in libraries are often materials in a range of media that are unique and have inherent worth to the organization. Rare books, genealogical records, archives, local history, theses, and works by local writers are examples of special fields. A library also contributes to the preservation of an accurate record of knowledge generated and gathered by previous generations. It would be impossible to promote research and human understanding or to maintain the world's accumulated knowledge and history for future generations in a world without libraries.

KEYWORDS:

Book Periodical, Library Resources, Library Media, School Library, Media Centers.

INTRODUCTION

The library is the most well-known source of research to back up your beliefs. Many students, however, see the "library and its resources as imposing and intimidating, and are concerned about how they will cope in such an environment." Don't allow a little nervousness prevent you from discovering everything the library has to offer. The librarian is one of your finest resources while performing research. It is their responsibility to be well-versed in the resources accessible to you and to assist you in discovering the information most relevant to your task. Furthermore, many libraries have librarians who specialize in certain areas of study and may assist you in locating the finest materials for your unique speech subject.

Ideally, you should do some research on your issue before approaching them for help. Doing some preliminary research on your own shows the librarian that you have taken ownership of the task and understand that the study is ultimately your duty, not theirs. They will be more positioned to assist you in finding fresh information if they are aware of where you have previously searched and what you have discovered. Most libraries have at least three main information resources: books, periodicals, and full-text databases[1].

Books are a good source of general information. They feature in-depth examinations of a topic in which writers may transmit significant volumes of information since they are not limited by a rigid page count. Some volumes are authored by a single author, while others are edited collections of multiple experts. In both circumstances, you can expect a thorough analysis of a specific issue. If you were giving a speech about stereotypes of black women in America, for example, you might look into Melissa Harris-Perry's 2011 book Sister Citizen, which combines literature, theory, and political science to provide a detailed discussion of the evolution of four

prominent stereotypes. She has ample material in the book to provide engaging imagery, tales, and social scientific data regarding the influence of stereotypes on current society.

Most libraries make it simple to locate books by indexing them in an online catalog. You should be able to simply search for your subject on the library's website. Each book's title, author, and other publishing information will be included in the index. It will also provide a phone number. The call number is similar to an address for the book, indicating where it may be located in the library stacks. Make a note of the title, author, and call number before heading to the stacks. The call number is the most significant factor, although the title and author will help you narrow down your search if the volumes are out of order. If you locate a book that is useful, browse the shelf next to it to see if there are any other promising publications on that subject. If you can't locate the book you're searching for, ask the librarian to help you borrow it from another library via a procedure known as interlibrary loan[2].

A book's length might be intimidating to someone studying a quick speech. Determine what you're searching for ahead of time to simplify your search. Are you looking for broad background information or assistance with a particular idea? Use the table of contents, headers, and index to direct you to the section of the book that is most likely to contain the information you want. You do not have to read or even browse through every book. It is OK to scan for important words and phrases related to your subject. Just make sure that after you've found what you're searching for, you read enough of the section surrounding it to grasp the context of the remark and that the book is making the point you believe it is. Take notice of the point made by the book. When you return home, taking careful notes can help you retain the information you learned from each source.

In addition to the typical stacks of books, your library will include a reference area. This area comprises books that do not go deeply into any subject but instead give basic summary information on a wide range of subjects. The reference area includes publications such as dictionaries, which clarify foreign terminology, encyclopedias, which offer overviews of numerous disciplines, abstracts, which summarize books and articles, and biographical references, which describe persons and their achievements. Because these materials do not need substantial processing time and are likely to be utilized short but often by numerous people, the library will not normally enable you to check out reference material. Take considerable care in making notes on the material you uncover, including page numbers and authors in the manner favored in your area of study. See the "style guides" section of this chapter for extra information on what you'll need to document.

Books are extensive, yet publishing them may take years. This implies that the information in books is often at least a year outdated by the time they are published. If your speech requires more current information, consult magazines. Magazines, newspapers, journals, and other publications published at regular intervals are examples of periodicals. These publications may issue weekly, monthly, or quarterly to keep the research in a certain subject up to date. Each monthly will have a selection of articles on a given topic[3].

When doing research, it is critical to distinguish between public interest magazines and academic research journals. Magazines and newspapers that give a broad range of information and keep readers up to speed on the news within a wider cultural framework are examples of general interest periodicals. These periodicals are aimed for the general population and often employ images and advertising to draw attention. The Atlantic, Women's Health, The New York Times, and National Geographic are examples of well-known general interest periodicals. These publications are commercial in nature. The material in them is edited to ensure that it is appealing to the audience, properly written, and compatible with the publication's commercial aims. General interest magazines are excellent sources of background and current events knowledge. If you're making a speech on the significance of military involvement in Syria, you may look up the most current facts on the crisis in a general interest publication like the New York Times.

A scholarly research magazine is required if you want more rigorous study, such as an international relations specialist describing what kind of help are appropriate for states suffering upheavals. A scholarly research journal is a non-profit organization. Its purpose is to advertise the greatest research in a certain field. These publications are intended for academics who specialize in a certain topic or style of study. Journal of the American Medical Association, Harvard Law Review, and Quarterly Journal of Speech are examples of reputable academic periodicals. These journals use a peer review procedure in which researchers submit their papers to the editor, who then has other experts in the area assess the piece to judge the quality of its research, writing, and fit with the publication's scholarly aim[4].

Rather of looking for a print copy of the most recent periodical, many individuals today use computers to search for articles in specialized electronic databases that include the entire text of magazines. The Lexis-Nexis database, for example, allows access to newspaper articles, legal research, and government papers. If your first search of databases in the list of specialities yields no results, consult your lecturer or librarian for advice on the best database for your subject.Full-text databases provide access to citations, abstracts, and articles from the publications they index. They do, however, sometimes restrict access to the full text of items published within a certain time frame. If you come across a title that appears good but isn't in the database you're looking in, try searching in another database. Databases often allow you to search for papers that match your selected time period, author, publisher, or key terms. Some databases, such as EBSCO, let you choose whether you want general interest or academic articles.

The primary goal of the library media centers is to provide resources that will enrich and support the school's educational program, as well as to promote meaningful resource-based and process-based activities and inquiry that will enable students to become "effective users of ideas and information" and responsible lifelong learners. Library Resources Definition Library resources are items available in school libraries, both print and non-print, that serve curricular and personal information requirements. Books, periodicals, newspapers, pamphlets, microfiche, and microfilm are examples of print materials[5].

Films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, and computer software are examples of non-print things. Selection Criteria for Library Resources In

the District, the following criteria are used to choose library resources: Individual student requirements Based on the pupils' knowledge Based on parental and student demands Individual school requirements Based on knowledge about the school's curriculum In response to professional staff demands Provision of a diverse selection of resources at various degrees of difficulty, with a variety of appeal and the presenting of opposing viewpoints. Provision of high-quality creative materials. Superior format materials are provided. As guides, reputable, impartial, professionally developed selection aids are used. In keeping with the District's policy of providing instructional materials on opposing sides of contentious issues, it should be noted that neither the media centers nor the District act as advocates for the ideas expressed in any materials, nor does the presence of any material imply automatic endorsement of the ideas expressed therein.

Information Disclosure/Privacy of Circulation Records Circulation records should not be made accessible to anybody unless allowed by law by a process, order, or subpoena. Reassessment (Weeding) of Library Resources Continuous assessment of library/media center content is required to maintain a valuable and dynamic collection. As new materials are chosen and introduced, certain older materials are phased out. The professional staff is in charge of selecting whether content should be removed. The following are some of the reasons for withdrawing an item: Some items (or multiple copies of things) that were formerly utilized but are no longer in demand have become obsolete due to curriculum changes. Some resources include factual information that is no longer valid or up to date. Some leisure reading items have grown old or unappealing and are no longer in demand. (Some such works, which are designated "standards" or "classics", will be maintained even if they seldom circulate).

Some materials have been worn, damaged, or physically degraded, losing function and/or attractiveness. Some materials have been replaced with newer things that give the same information in a better way. Withdrawn resources from the library/media center are handled in one or more of the following ways: Teachers may use it as a resource or as additional material. Offered to other media centers in the District since it is likely that a resource that is useless in one facility may be beneficial in another. Contributed to charitable or educational organizations. When necessary, discarded. Continuing assessment is a great collection development technique that is directly tied to the aims and duties of library/media centers. This approach is not to be utilized as a simple or fast way of removing content that are thought to be controversial or likely to be disliked by members of the community. Materials should not be prohibited or withdrawn because of existing or anticipated party or theological opposition, or because of the origin, background, or beliefs of people who contributed to their development[6].

DISCUSSION

Historically, libraries built collections based on the resources that were available. The hunt for a material sturdy enough to persist as a permanent record while being reasonably simple to use was central to the development of libraries in antiquity. Although clay and stone offered permanency, inscribing the records needed significant effort. Palm leaves, bamboo strips, and papyrus provided a flat surface that received handwriting more easily, and it was stated that parchment became popular in Asia Minor when the export of papyrus from Egypt was

prohibited. Declared the creation of paper to Chinese Emperor Hoti in 105 CE, and the British Museum contains a paper piece dated about 137. The use of paper, on the other hand, expanded slowly, and the majority of the earliest surviving manuscripts are made of other materials, mainly vellum (fine-grained lambskin, kidskin, or calfskin).

Ancient writing samples are uncommon and hence highly treasured, and national and other academic libraries collect and preserve them as part of their obligation to preserve history and enhance learning. Most universities have rare book collections. Eton College, for example, has an impressive collection of incunabula, some of which were acquired when they were originally published. One of the best examples is the Gutenberg Bible. Some contain manuscript collections, such as the Duke Humphrey Library in Oxford's Bodleian and the Beinecke Library at Yale University, and wealthy private collectors have established world-famous institutions such as the Henry E. Huntington Library in San Marino, California, the Folger Shakespeare Library in Washington, D.C., and the Cotton and Harley collections in the British Library Reference Division[7].

Photographs the discovery of photography in the nineteenth century enabled a new kind of record, and photographic collections are popular, especially in public libraries with a focus on local history. The BBC Hulton Picture Library, for example, is often utilized to offer illustrative material for film and television productions. Microphotography, on the other hand, has played a considerably more essential part in the widespread usage of libraries. Many major newspapers and journals have replicated their full sets of back issues on roll film, which saves space and allows even a tiny library to keep an entire collection. The downside of roll film is that the user must begin searching from the beginning of the reel, regardless of where the relevant pages are on the reel. The advent of the clear Microcard, or microfiche, was a significant advancement. This is a piece of film cut to a certain size and shape, commonly like a library catalog card, but available in other sizes (the most popular being 5 by 3 inches. The microfiche has the benefit of random access, which means that instead of starting at the beginning, the user may bring any piece of the microfiche into view on the screen. Microfiche are also easier to store and handle, and they have grown in popularity for the preparation of catalogs and bibliographies, as well as for text reproduction.

Audiovisual media may take several forms. The audio recording on disc or tape is the most common in libraries, and most libraries, particularly public and school libraries, have amassed extensive collections of nonbook materials, ranging from recordings of symphony orchestras on long-playing records or compact discs to tape-recorded oral history interviews. Many libraries provide videotape lending as well. In this subject, collaboration between school and public libraries has made a significant contribution to local history. The introduction of the term resource centre for what was formerly known as the school library reflects the significance placed on these media, especially in schools. Teachers who are enthusiastic to utilize audiovisual resources are frequently keen to develop items as well, and this passion may help school librarians construct a strong and fruitful partnership between the library and the teaching program[8].

Machine-readable magnetic tape and disc are newer items that need library storage. These need such particular care to protect their contents from inadvertent erasure that most computer centers hire their own professional librarian. Magnetic tapes and discs, like roll film, do not easily disclose information about their contents and hence need special attention in labeling and indexing, as well as apparatus and programming to allow retrieval.

Catalogs and bibliographies of original materials are included in two sorts of documents: indexes and abstracts. Indexes contain any of a plethora of bibliographies of recently published information, often articles in publications. Libraries have sometimes taken the effort to build these finding aids for journal articles. For example, the National Library of Medicine in the United States has created Index Medicus, a monthly listing of current publications from over 3,500 scientific journals throughout the globe. In several circumstances, scientific societies have taken the lead. The American Chemical Society started preparing indexes and abstracts to assist chemists in obtaining information about the literature in their subject early in the twentieth century, and the Institute of Physics in the United Kingdom took on a similar task for physics. The H.W. Wilson Company of New York City's lengthy series of indexes spanning many different subjects is well recognized and frequently used in other countries, albeit its coverage is mostly confined to American periodicals. Similar attempts in other nations, such as the Current Technology Index (British) and the British Education Index, have arisen from this national emphasis.

Many indexes and abstracts have been made accessible electronically since the 1960s. Libraries may receive information on journal articles in topic areas with low user demand by connecting their computers to those of database companies. Libraries in high-demand locations may purchase electronic indexes and abstracts on CD-ROM (compact disc read-only memory). These compact discs, which resemble those used to record music, may replace many volumes of an index or abstracting service. Libraries in high-demand regions may acquire electronic indexes and abstracts on magnetic discs or tape and insert this information about journal and magazine articles into the same computer that houses the library catalog. The OPAC (online public access catalog) may therefore be expanded to contain information about both books and journal articles. One significant benefit of electronic indexes and abstracts is that they allow users to search for information using terms from titles and abstracts as well as the author and topic access offered in print editions. This dramatically increases the number of pathways via which individuals may find information.

Even in very specialized subjects, some selection has become required, and most libraries have a clear selection strategy. The fundamental principles of selection change little across various kinds of libraries since they are derived directly from the known interests of the users. Practice, on the other hand, differs depending on the sort of user. A national library strives to have at least one copy of every of its country's publications on hand, as well as a good representation of international works, many of which may be acquired via exchange arrangements with other national libraries. University, college, and school libraries align their purchases with their institutions' teaching and research activities; the academic level of the material naturally changes according to the level of the student population[9].

A primary school will have a decent range of children's literature, but a university would not. Many university libraries strive to provide a reasonably full coverage of reports released by government and other research institutions. Some colleges have been recognized as repository for intergovernmental reports released by organizations such as the United Nations, the International Atomic Energy Agency, and the European Union. Learning about new publications that might benefit the library is a crucial component of selection. Various studies have been conducted to determine how professionals learn new knowledge about their areas of work, and the most common method is generally casual interactions with colleagues. However, this is a haphazard process by definition, and most nations currently have, or want to have, a national bibliography based on national library purchases. The British National Bibliography, which began in 1950 at the British Museum, is a prime example: it is published weekly, with regular accumulations enabling easy access throughout time. It may be used for both topic inquiry searches and current selection[10].

Associations and Institutions has launched an initiative to broaden and expand the availability of such bibliographic tools. The effort, dubbed Universal Bibliographic Control and International MARC, intends to encourage national libraries, or groupings of libraries, to implement systems for documenting national publications in a uniform format and, where practicable, inserting them into computer files. This initiative is supplemented by two other projects, Universal Availability of Publication and Universal Dataflow and Telecommunications, which seek to offer the essential document delivery follow-up service. There are several more tools for selecting material for purchase. Many libraries become members of professional associations and institutes in order to access their publications, which often include listings and evaluations of new work pertinent to their themes. Leading periodicals, such as The Times Literary Supplement, The New York Review of Books, Nature, and Science, provide expert evaluations, ads for new and upcoming releases, and review pieces on key new books in certain subjects.

The evolution of electronic document distribution methods is unlikely to supersede the more conventional sources of supply, the publishing and bookselling sectors. Some businesses mix the two roles. Libraries have traditionally provided a large portion of a bookshop's revenue, but firms operating as specialist library suppliers can offer many auxiliary services, such as attaching plastic covers and inserting ownership labels, because they deal in large-scale bulk supply and can afford to maintain machines for such processes[11].

The above-mentioned acquisition methods are generally present in nations with long-standing histories of reading, research, libraries, and book trading. Library services in underdeveloped nations, notably in Africa and Asia, face even larger challenges. Even in India and China, which have a long tradition of employing books, consistent and adequate growth is hampered by a lack of funds, supplies, and skilled personnel. Some colleges in these countries have extensive libraries and receive funding that allow them to obtain international as well as domestic books, but they often face delays due to administrative processes, currency shortages, and linguistic challenges with postal systems. The centuries-old predominance of an oral tradition, as well as the high expense of importing even basic resources like paper, stifle the creation of a national literature in most African nations.

Many nations in Eastern Europe and the Third World rely on exchanges to get raw resources. Some countries permit libraries to trade duplicate copies of national publications as a recognized form of remuneration that does not require payment in foreign currency. The practice does have some administrative issues, but it is a helpful way of fostering the worldwide flow of publications as well as providing practical assistance in collection development to libraries in low-income countries[12].

CONCLUSION

Library resources are items available in school libraries, both print and non-print, that serve curricular and personal information requirements. Books, periodicals, newspapers, pamphlets, microfiche, and microfilm are examples of print materials. Most libraries have at least three main information resources: books, periodicals, and full-text databases. Libraries house materials that allow users to expand their ideas, knowledge, and experiences. The library resources are recordings of human knowledge on paper or in any other form that may be easily handled, stored, used, and preserved through time. The library's rules are Readers should not highlight, underline, dog-ear, write on, rip pages, or otherwise damage library materials. Newspapers, magazines, and journals may only be read on designated tables in the library and may not be moved to other reading areas. Without authorization, no library materials may be removed from the premises.

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CHAPTER 13

DEVELOPMENT OF THE LIBRARY'S STRUCTURE

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ABSTRACT:

A library will always have one or more sub libraries. Sub libraries store programs, processes, and dumps as members. The size of sub libraries varies. They are dynamically expanded as needed until the total space given to the library is depleted.Creating an oversight or governance structure, defining the mission and purpose of the organization, securing funding, planning, developing a collection, and securing or building are all functions involved in establishing a new library or developing an existing collection of books and other materials into a library.

KEYWORDS:

Academic Libraries, Collection Development, Cooperative Collection, Development Policy, Service Community.

INTRODUCTION

From ancient times, information resources in various forms have been gathered and maintained for future generations and posterity. India has a long history of education, and education was seen as the most significant instrument for self-realization in ancient India. There is "no country where the love of learning had such an early origin or has had such a long and powerful influence". The prominence and respect accorded to a country's universities and higher education systems reflects its recognition of these institutions' role in nation-building. Higher education in India is changing dramatically as institutions and colleges strive to achieve high national and worldwide standards. University libraries play an important part in the advancement of higher education. This is mirrored in how libraries build collections, provide facilities, and provide services. The library's collection should suit the demands of the user community, which may include conversations with professionals to identify and find the essential information[1].

A holistic collection encompasses both conventional collection qualities and technological advances. Because collections are created mainly to meet the information requirements of users, how people perceive a collection when looking for information and how the collection might help them find it are significant issues to consider when creating collections. To be valuable, objects in a collection should be chosen based on the requirements of the community. Several national and international studies are being done to measure user satisfaction, evaluate collections, and determine how to update current collections to suit changing needs.

The basic role of libraries and information centers is to aid in the acquisition of information and knowledge. Because the fundamental notion of a library is related with the concept of a collection, collection development is the core professional duty of every library. Developing

library collections is one of the most demanding and difficult professional duties of a library, requiring a thorough knowledge and awareness of the service community, institutional goals, and the information and publishing sector.

Collection development, according to Evans and Margaret, is "the process of identifying the strengths and weaknesses of a library's materials collection in terms of patron needs and community resources, and attempting to correct any existing weaknesses." It entails developing a systematic plan for creating library collections that will meet the needs of library users and includes a variety of activities such as policy determination and coordination, fiscal management, user needs assessment, collection use studies, collection analysis, identification of collection needs, material selection, planning for resource sharing, collection maintenance, weeding, and user liaison, and outreach activities[2].

Collection creation is a dynamic process that involves both library professionals and members of the service community. The relevance and usefulness of client comments are frequently overlooked, which is a disadvantage since library resources are designed to suit the needs of the community. It should be an inclusive approach that addresses the requirements of the whole community, not just the most active users, and incorporates various sorts of media. It should also contain a strategy for improving flaws and maintaining strengths. The major functions of collection development include developing and revising collection development policies, preparing budget allocations and fund management, selecting materials in all formats for acquisition and access, assessing collections, use of collections, and user needs and requirements, maintaining collections through weeding, cancellation, preservation, and other means, resource sharing, cooperative collection development activities, liaison work, and other activities.

Planning is a crucial role in collection development, and the first stage in the planning process is to create a documented collection development policy. A Collection Development Policy is a formal written declaration of the ideas governing a library's material selection, including the criteria used in making selection and de-selection choices, as well as procedures regarding donations and exchange.It defines a collection's purpose and content for both external audiences like readers and donors and internal audiences like employees. To create a balanced and relevant collection, it is vital to first assess the present collection's strengths and shortcomings. Collection development policy serves many purposes, including describing current collections, providing a framework for developing and maintaining collections, assisting in budgeting, assisting staff in considering the organization's long-term and short-term objectives, prioritizing different activities, and so on. It aids in the development of a realistic and viable acquisition program for future resource acquisition. It lays forth particular principles for stock selection, procurement, storage, preservation, relegation, and trash. These policies may aid in the improvement of communication between the library and its users, as well as the comprehension of the library's aims by administrators whose choices impact resource allocation. To be successful, policies must be adaptable and evaluated and altered on a regular basis[3].

The selection policies include providing guidance to staff when selecting and de-selecting print and electronic resources for the collection, reducing personal bias, identifying gaps in collection building responsibilities, ensuring continuity and consistency in selection and revision, clarifying

the purpose and scope of collections, evaluating selection decisions, and providing training tools for new staff. It allows for the standardization of individual selection judgments.

Planning is the process of assigning and reallocating resources in response to changing circumstances and within the framework of the library's purpose and aims. When financial resources are limited, the policy offers a solid framework for future planning and helps in determining priorities. It provides a solid foundation for equitable resource distribution and protects library finances by clarifying the reasoning behind purchasing bids. A well-written policy maintains consistency and eliminates misunderstanding.

Because the policy is an accountability tool that supports the organization's goals, it is beneficial when working with administrators, funding agencies, and users. It enhances communication between the library and its patrons and acts as a contract with users by defining what the library may anticipate in terms of collections and services. It shields you from criticism and censorship, unsolicited presents, sectarianism, and unpleasant things. In a broader sense, it provides as a foundation for greater collaboration and resource sharing on a local, regional, national, or worldwide scale.

A policy's principal goal is to establish a structure and standards for producing collections. As libraries acquire additional electronic resources, rules for the selection and purchase of these resources should be included in the policy. The first aspect of the policy should include a clear definition of the library's mission, the purpose of the policy, and the audience for whom it is designed. It should identify the service community and their needs, describe the different types of academic programs, specify the collection parameters such as subject fields, formats, languages, and so on, and identify the types of materials collected as well as the primary user group for each subject. There must be criteria for donations, weeding, preservation, cancellation, and retention, among other things. It must also give criteria and rules for selectors and define library selection methods. Access versus ownership problems, as well as cooperative collection creation and the role of consortia, must be addressed. It should also contain basic recommendations for e-Resource licensing needs such as the number of permitted users at any one time, remote access availability, Inter Library Loan (ILL) services, and so on[4].

Finance is the most significant aspect in the growth and development of any library. Adequate funding is essential for purchasing books, periodicals, internet resources, and meeting other expenditures. Adequate financing contributes to the library's ability to provide access to academic material and manage digital holdings. A separate fund for print and electronic collections will assist librarians in maintaining a balanced collection. The budget structure for e-Resources is a difficult topic, however most libraries devote a portion of their budget to electronic resource collection. Supplemental costs associated with e-Resources include charges spent to maintain the subscription, update equipment, train users, negotiate and manage licensing, back files, servicing, maintaining, and accessing electronic information, in addition to direct costs. Other budget-related expenses include hardware, software, and personnel.

Material selection is an important role in collection development. There are two schools of thought in selection: demand theory and quality theory. Lionel McColvin's demand theory

promotes selecting just those papers that are requested by consumers for their information requirements. According to the quality theory, the library should choose items that will grow, enhance, and educate its customers. Other major principles of selection include Drury's principle 'To provide the right book to the right reader at the right time,' Melvil Dewey's principle 'The best reading for the greatest number at the least cost,' Ranganathan's first three laws 'Books are for use,' 'Every book his reader,' 'Every reader his/her book,' Haine's principle, which advocates the development of a balanced and unbiased collection,' and others. To practice excellent selection, broad knowledge of the topic and literature is necessary, as well as an understanding of classic works in any discipline and current thinking trends. Knowing the users' requirements and the sources and documents that may satisfy those needs is critical in selection. Suggests that the principles of selection in the electronic age include a balance in subject areas reflecting the needs of the service community, building collections with breadth and depth, promoting cooperative collection building because no single library can cater to the needs of all users, eliminating selector bias while building collections, and organizing digital information for quick and easy access[5].

Selection requires discernment and careful attention to community needs, as well as consideration of the library's and the parent organization's purpose, objectives, and priorities. Selectors must be aware of the resources for finding materials, as well as having abilities in selecting between various materials and formats, assessing material quality, and balancing expenditures with available finances. In the case of e-Resources, challenges such as user accessibility, continual content review, and technical and legal difficulties must all be addressed. Academic libraries pick resources for teaching and research objectives, and determining collection requirements in particular topic areas and material kinds is critical. The majority of topic resources are chosen by professors or subject experts. The effectiveness of faculty-based selection is dependent on the faculty member's knowledge in the topic as well as his interest in and participation in library activities. The value and relevancy of content, book reviews, publisher, author reputation, accessibility, and pricing are all elements that influence resource selection and purchase.

The selection process includes locating the appropriate item, evaluating it, and deciding whether or not to acquire it. Identifying objects requires accurate information on authors, publishers, titles, themes, and so forth. Many tools and resources are available to assist professionals in selecting potential purchases. Bibliographies, lists issued by libraries, professional societies, commercial publishers, press reviews, popular media reviews, discipline-based journals, publisher announcements, book fairs, and book stores, review or approval copies, web-based tools, in-house information such as ILL requests, and so on are examples.

Trial offers and demonstrations from publishers/vendors, faculty/patron ideas, discussion forums, peer library websites, vendor exhibitions at conferences, publishers' catalogues, published evaluations in print and electronic sources, and so on are all tools for locating e-Resources.To decide if an object is worthy of selection and fit for the collection, its attributes must be appraised. Content of the item, language, currency of data, veracity of the item, author and publisher reputation, adequacy of scope and depth of coverage, frequency of citations, updates

and revisions, geographic coverage, physical characteristics, cost in relation to the quality of the item, and curriculum or research needs of students/faculty/patrons are all criteria for judging materials.

Criteria for evaluating e-Resources include licensing and contractual terms, considering copyright issues for multiple users, pricing options with discounts for retaining and canceling print, discounts for consortia purchase, content-authoritativeness to determine the accuracy of the content, completeness i.e. whether the content is same for print and e-version, availability of retrospective material, currency (the speed with which e-Content is added or updated), permission to access purchased content if a subscription is canceled, provision to select individual titles in case of a package deal, reputation of the provider, indexing of the electronic product, impact factor to evaluate use and reputation of journals, ease of access, stability, the possibility of customization, searching options, downloading options, archiving and preserving digital materials, technical support i.e. whether the product is compatible with existing software and hardware, training for staff, online help, etc.

Initiating purchase orders, claiming, canceling, receipting, invoicing processing, creating requests for quotations from vendors and serial agents, and payment processing are all examples of acquisition operations. E-Resource procurement is more complicated, involving direct connection with publishers and providers. Buying e-Resources include evaluating the product's bibliographic information, finding several price alternatives, examining licensing agreements, and buying the product [6]. Collection evaluation enables librarians to have a better understanding of what resources are in their collections and how effectively they are accomplishing collection development objectives. Knowing the collection enables for the acquisition of materials that supplement existing holdings by strengthening weak regions or enhancing strong collections (Agee, 2005). The purpose of evaluation is to determine the collection's utility, or how effectively it serves the library's or parent organization's goals, needs, and mission. It is the process of determining a collection's strengths and weaknesses and gives information on several areas of the collection such as the number of items in a topic, the age and quality of materials, the format and language of resources, and the influence on the user community.

DISCUSSION

Collection assessment and evaluation are essential to determine if the library is collecting items requested by its customers and to collect data to correct flaws and enhance collections. Academic libraries conduct evaluations for accreditation reasons, to examine the viability of new programs, to establish how successfully the library is executing policy, or to identify how the policy should be updated based on data analysis, and so on. Other reasons include financing, analyzing how the service community uses the collection, the monetary worth of the collection, the amount and quality of the collection to identify weak areas, giving data for de-selection, cooperative efforts, and so on. Assessment is also performed to determine institutional requirements such as budget sufficiency, if collection is out of date, whether the cost-benefit ratio is appropriate, and to provide data for funding agencies, networks, consortia, donors, and so on [7].

Collection analysis techniques include use and user-centered approaches in which the individual user is emphasized as the unit of analysis; collection-centered approaches in which the collection is examined against an external standard or the holdings of other libraries that are comprehensive in the relevant area; quantitative analysis in which collection/circulation statistics, ILL requests, e-Resources usage, budget information, ratios such as expenditure for print resources are measured;

A statistical description or numerical representation of the collection at a certain moment in time. e.g. Titles inside a categorization range, publication years, and so on. It offers data for cooperative collection creation and maintenance, as well as identifying weak points.For making the evaluation, this technique relies on personal competence. It entails going over the whole collection using a shelf list or a single topic area or shelf inspection of several subject areas. The collection's depth, usefulness in connection to curriculum or research, and weaknesses and strengths are all assessed. Checking if the library has access to a list of expert-recommended books or periodicals. The list also contains general and specialized bibliographies, catalogues, course syllabuses, lists compiled by professional groups or government agencies, suggested reading lists, lists of frequently referenced journals, and so on.A kind of list checking in which collections are compared to a specified list of titles that includes the most notable works in a certain field.A person with topic expertise physically examines the collection and analyzes the breadth, depth, relevance, and degree of collection, physical condition of items, and so on.Libraries utilize comparative statistics to identify strengths by comparing collection size and spending, expenditure and format, expenditure and preservation, rate of net growth, collection size in volumes, titles, formats, and so on, degree of content overlap, and unique holdings.Collections are compared to standards published by professional organizations, certifying bodies, library boards, and so on. They use qualitative criteria rather than quantitative suggestions and focus on sufficiency, accessibility, and availability [8].

The use of citations/bibliographic references in articles and other scientific works as indications of usage or impact, with the assumption that publications that are more often cited are more useful. Receiving bibliographies from staff and students in order to determine which books, periodicals, or authors are popular and how many referenced resources are accessible in the library.Using circulation reports, determine which resources are most and least utilized, compare usage trends in certain topic areas, types of documents, and so on.These are most often utilized in non-circulating periodical collections or to assess book consumption in non-circulating sections. This strategy depends on user collaboration and may concentrate on materials utilized or users of materials, a portion of the collection, or the full collection.

User surveys are undertaken to determine if the collections suit the users' qualitative and quantitative demands and requirements. The findings highlight user groups in need of improved service, enhance public relations, collect feedback on shortcomings and accomplishments, and learn about shifting trends and interests.A small representative group of roughly eight to ten persons chosen from the user community participates in an informal conversation. Focus groups may uncover concerns, make ideas and detailed remarks, and allow for in-depth exploration of subjects and situations that surveys cannot address.The document delivery test assesses the

library's ability to give a desired item to a user at the moment of his demand and provides objective evaluation of a collection's capability to meet user requirements.

Examining ILL reports to determine which materials clients use that are not accessible in the library, how often users use ILL vs local resources, and so on. Identify parts in the collection that are not meeting patron requirements and demonstrate utilization of the collection because the patron requires the deficient item. Comparing counts of books and journal holdings across libraries and peer libraries, comparing the number of holdings on a topic to enrolment in the relevant department or budget for that department [3].

Analysis of the collection provides a better understanding of the scope, depth, and accuracy of collections, whether the collection meets the library's goals and mission, aids in the preparation of a collection development policy, provides a measure for the effectiveness of the policy, determines the quality and adequacy of collections, rectifies inadequacies and improves the collection, explains expenditure decisions and provides justifications for budget increases. Weeding is the process of removing stuff from public view, reassessing its worth, and destroying or transferring it to storage. De-selection, also known as weeding, is a key phase in the growth of a collection, without which the collection becomes old, out-of-date, and difficult to manage. Excess copies, infrequently used books, and resources that can no longer be utilized may be moved to another place in the library or sold and trashed. The disposal of items for which money has been spent may be disapproved by funding bodies and administrative authorities. Other motivations for weeding and disposal include assuring continuing quality in the collection, improving access, saving money, and making way for new resources. Unwanted gift materials, duplicates, outdated and worn out things, outmoded editions, superfluous volumes of sets, and so on might be de-selected.

A library with a well-written collection development strategy that includes weeding decision criteria provides some protection from individuals who are suspicious and disapprove of such judgments. Weeding criteria could include objective approaches such as publication date, physical condition, circulation history, citation frequency, and so on, as well as subjective considerations based on professional judgment such as relevance, local needs, subject literature knowledge, format, and user community. The updating of bibliographic data to reflect the disposal of the item is a key stage in weeding. Preservation entails safeguarding materials from damage and degradation, as well as conserving the intellectual substance of items that can no longer be maintained. Binding, mending, utilizing protective enclosures, monitoring environmental conditions, restricting usage, and so forth are examples. It is the obligation of a librarian to preserve the human record for future generations. Non-print collections must also be preserved. Because of the many formats and the rapid changes in standards, software, and hardware, digital resources and digitized data face challenges. To preserve the content, libraries with digital collections transfer the data or simulate old technology and software. Digitization is utilized as a preservation technique since it reduces the handling of the original artifact and makes it more accessible to more people[9].

Because of the many forms, library collections are growing more complex and varied, and maintaining and accessing these resources has its own set of issues. Libraries deal with print,

electronic, and digital media, and although technology has greatly expanded the breadth and usage of these collections, electronic formats, in addition to physical materials, represent substantial issues in maintaining these diverse collections. Selecting, procuring, and maintaining interdisciplinary e-Resources such as e-books, e-journals, reference sources, and full text journals is more difficult than print resources.

Legal and accessibility difficulties, technical compatibility, and services for training and ease of use must all be addressed. Because the content of the resource may vary over time, continuous content assessment is also necessary. There may also be content duplication among databases, resulting in confusion and investment waste. Another concern is a lack of continuous access. Many of the e-Resources are licensed for a certain amount of time, after which the subscription is discontinued. As a result, preserving and archiving e-Resources presents challenges. Academic libraries, like many other areas, have been transformed by technology. Academic libraries have successfully used technology to adapt to user requests by changing the character of their collections. Though technology has not had a substantial impact on the essential tasks of collection development, its reach has. The potential of remote access has transformed the character of collections from what it was years before, the attitude has moved from ownership to access, and the effects are felt in many aspects of planning, policy making, budgeting, services, and so on.

According to, collection development rules must be redesigned to balance ownership and access while also including joint efforts and assessment. Previously, when collection growth was entirely print-based, selection methods such as publisher catalogues and trade bibliographies were employed, but now these resources are accessible online. Quality, relevance, pricing, use, and other traditional selection criteria were reviewed, and faculty and user ideas for new titles were provided for purchase. With technological improvements, ICTs are being employed in all aspects of collection development activities like as selection, acquisition, assessment, collaborative efforts, and so on. Online publisher catalogues, online book reviews, online sites, faculty-librarian contact for delivering online ideas and recommendations, and online alert systems are all used in the selection process. Pre-ordering and ordering processes, as well as contact with suppliers, make use of ICT services. In the assessment process, ICTs are also utilized to monitor circulation data, give budget reports, e-Resources use, online user surveys, and so on. The examination of e-Resource transaction logs gives information on the usage of electronic journals and databases[10].

The most significant consequence of e-Resource is improved access to information resources, as well as speed and simplicity of access. Previously, researchers and professors relied on books, reference materials, journals, and case studies for knowledge.

Academicians are making extensive use of electronic resources as the internet and telecommunications progress. Online catalogs, high-tech information networks, and enhanced resource sharing have facilitated information access. Budgets and grants are used in a variety of ways to strengthen the library's function in delivering academic knowledge and managing digital assets. Collaborative agreements for procuring and maintaining digital resources have lowered

costs significantly. Consortia provide member libraries greater access to digital resources at lower costs and with the best license conditions.

CONCLUSION

Organization is critical for any library or information institution, according to Library Science, since the library is a kind of social institution. To fulfill its aims and objectives, it requires a basic and methodical organizational structure.Library collection development is the process of systematically building a specific library's collection in order to meet the information needs of library users (a service population) in a timely and cost-effective manner by utilizing information resources held locally as well as resources from other organizations.

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CHAPTER 14

ROLE OF THE HUMAN RESOURCE IN LIBRARYMANAGEMENT

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ABSTRACT:

When it comes to the library, human resources may be characterized as several types of professionals. And non-professionals in charge of a variety of community services. Planning, directing, controlling, and organizing are the four essential roles of human resource management.Human resource management solutions enable you to structure your personnel by forming teams or departments and deciding and connecting hierarchical responsibilities. This creates a clear and consistent image for workers to grasp the desired procedure. Another significant benefit is payroll organization and timing.

KEYWORDS:

Development HRD, Essential Component, Human Resource, Human Customers, Library Information.

INTRODUCTION

"Human Resource" is a relatively new term in management and organization that gained popularity in the early 1970s. The word refers to a humanistic approach to handling social issues, as well as the idea that managing people as resources rather than tools of production, or simply as human beings with feelings and emotions, may benefit both the business and its workers.Human resources are an essential component of every firm. Organizational success is totally dependent on human resources, particularly when they are service oriented and interact with other humans as customers. Only dynamic individuals can create a progressive and growth-oriented organization. Employees that are effectively contribute to the organization's effectiveness. Competent and committed individuals may make things happen and help a company accomplish its objectives. As a result, it is critical to maintain the dynamism, efficacy, competence, and motivation of its personnel at a high level at all times [1].

Given the significance of human resources as resources, much like any other resource in a company, contemporary management views Human Resource Development (HRD) programs as a vital aspect of an organization's overall management practices. Human resource development is simply the process of assisting individuals in acquiring skills, knowledge, and competences. Human resource development is a process in which employees of an organization are assisted in acquiring new competencies in a continuous and planned manner through a process of planning, performance, feedback, training, periodic review of performance, assessment of developmental needs, and creation of development opportunities through training, job rotation, responsibility definition, and such other mechanisms.

The primary goal of human resource development is to increase quality and performance. When considering manpower planning and resource development, it is critical that all of these components be seen in the context of the surrounding society, socioeconomic change, and a country's political structure. Employees are considered as an investment that will give long-term dividends to the firm in the form of increased production if they are managed and developed efficiently, according to proponents of human resource philosophy. Managers develop policies, programs, and procedures to meet workers' economic and emotional requirements. They provide a work atmosphere in which individuals are encouraged to grow and maximize their talents and abilities. Personnel programs and procedures are developed with the purpose of balancing the organizations and workers' needs and expectations[2].

Human resource development (HRD) is a fluid and ongoing process that affects people, companies, and society. It has been interpreted in a variety of ways in diverse contexts and across cultures.Leonard Nadler proposed the notion of human resource development in 1984 at a meeting conducted by the American Society for Training and Development. Nadler describes HRD as "those learning experiences that are organized for a specific time and designed to bring about the possibility of behavioral change."T.V Rao was an Indian author who worked substantially on human resource development. Rao described human resource development in the organizational setting as a process through which workers of a company are continuously and strategically assisted to:

Acquire or refine skills necessary to fulfill different duties linked with their current and anticipated jobs. Developed their overall talents as persons, as well as discovered and exploited their own inner potentials for personal and/or organizational growth. Creation of an organizational culture in which superior-subordinate relationships, cooperation, and collaboration among subunits are robust and contribute to workers' professional well-being, motivation, and pride. Human resource development (HRD) is required for dynamic and growth-oriented enterprises to flourish in a rapidly changing environment. Employees in an organization must have many types of competences, such as knowledge, skills, and attitudes in technical and technological areas, human relations areas, and conceptual areas, in order to fulfill its goals[3].

An organization's Human Resource Development (HRD) program is a scheduled activity. It must contain a clear summary of the program's aims and objectives. Aside from that, it should comprise strategic and operational planning, as well as the necessary methods, procedures, and instruments for implementation. HRD components vary from organization to organization, but there is minimal difference among them. The following are the anticipated components of human resource development in the area of library and information science.Strategic and operational planning defines the organization's objectives, develops policy guidelines, and develops pragmatic plans and strategies for executive actions, as well as establishes appropriate procedures, rules, and regulations for implementation at all levels. This strategy would encourage firms to plan their future workforce arrangements while keeping changes in services and technology in mind. It is predicted that if this strategy is used effectively and on a consistent basis, it will be able to address issues of excess or undersupply of certain abilities inside a company. It also assists in determining training requirements for new abilities.Operational

planning is concerned with the implementation and execution of activities and programs in order to meet the organization's goals and objectives. It also oversees personnel recruiting, selection, placement, and deployment, as well as personnel skill development via training and on-the-job training. Furthermore, activities like as job analysis, job description, job definition, and competency structuring might aid in placing the appropriate person in the right role to achieve quality and efficiency. Evaluation is a critical component of every human resource development program. Evaluation is a continuous process that guarantees the institution or organization receives constant quality services. A properly commissioned and done review may help an organization become more professional and result-oriented in their approach and work[4].

A well-prepared administering group is required for a successful and effective assessment. Many times, evaluations or assessments have taken place without sufficient preparation or solid supporting resources to assist the efforts. As a result, it is critical to prepare the administering and administered groups in terms of evaluation/ assessmentAdequate technical help in the form of information and training must be made accessible to make assessment more effective and relevant.The evaluation or assessment methods of institutions or organizations in their particular domains must adjust to the changing circumstances. Changes might occur at either the policy or practice levels.It is quite common for the message of evaluation and its requirements for the overall growth of the institution or organization to be miscommunicated. Because the whole procedure is not understood and often misinterpreted by those who are to be assessed, the aim of assessment cannot be attained.

It is common for an institution or organization to fail to design and implement solid policies to guide the assessment process. As a result, a solid policy is required to guide the evaluator in the appropriate direction.Evaluation is done to bring about a change in the system or to change who is in the system. However, the changes are neither immediate, widespread, nor comprehensive. The persons who will be examined must be persuaded that these are genuine advantages to them. They simply tolerate the alteration as long as the program is carried out.

Evaluating a given group necessitates the use of a common language. To prevent frequent mistakes, assessors must first have a deeper awareness of the best practices expected of them. Simultaneously, standards are required to guide evaluative judgments, create grading systems that reflect proper criteria, and enhance the preparedness of individuals who perform and utilize evaluation.Motivation is an essential component of human management and getting things done in the desired manner. It is a process that begins with a physiological or psychological need, which then stimulates behavior or a drive toward a goal. It is the driving force behind human achievement. Motivation is described as "the act of stimulating someone or oneself to obtain the desired course of action, to press the right button to obtain the desired reaction." Motivation may be either internal or external. The third component of performance is motivation.

Friendly ties must exist across the organization. This would undoubtedly stimulate staff.Subordinates want their superiors to be knowledgeable, experienced, mature, and well-liked. In reality, the superior must have more knowledge and abilities than his subordinates. Superiors' mere presence may stimulate subordinates.There are various more aspects that may be

used to motivate employees. Employee training is being provided.Appropriate work placement.Correct promotions and transfers.Appropriate performance comments[5].

The success of a business is totally dependent on its human resources, particularly when it is service oriented and works with other humans as customers. Only dynamic individuals can create a progressive and growth-oriented organization. Employees that are effective contribute to the organization's effectiveness. Competent and committed individuals may make things happen and help a company accomplish its objectives. As a result, it is critical to maintain the dynamism, efficacy, competence, and motivation of its personnel at a high level at all times.HRD programs are primarily employee centric and need top management support. The assistance might be moral, financial, or administrative in nature. Both management and workers must establish a constructive attitude toward one another. Mutual understanding and collaboration are critical components of a successful HRD program.

HRD policies and procedures should be adequately created and amended on a regular basis to meet the needs of the company. All policies and processes must be clear and understood to all stakeholders. Furthermore, the rules and processes must be acceptable to everybody.The execution of different policies concerning man-management selection necessitates the development of effective practices in order for diverse policies to be put into action. An organization must have a strong and timely communication system in place to eliminate suspicion, rumor, doubt, and misunderstanding between management and workers.This refers to the continuous examination of HRD programs in order to evaluate current practices and identify issue and unwanted tendencies (Figure.1). Aside from this, particular focus should be given on acquiring pertinent information about absenteeism, employee turnover, work satisfaction, complaints, disputes, pay and salary administration, and so on.

Figure 1: Diagram showing the Human Resource Development Plan.

Encouragement from the organization's management is critical for human resource development. In-house training and job rotation among working personnel after a certain amount of time are also highly important in terms of human resource development. Another essential aspect in human resource development is the Continuing Education Program (CEP). Furthermore, in these days of fast technology development and increasing professional concerns, Continuing

Education (CE) is an essential component of librarianship. Continuing Education, according to Elizabeth Stone, is any kind of learning experience that introduces new skills or ideas, meeting the individual's goals for professional progress and better personal competence.

The first step toward HRD in an organization is to establish a unit dedicated only to people development programs. The tools for implementing these programs include introducing a procedure of performance review of personnel at all levels, assessing inadequacies or underperformance, and other performance problems[6]. Positive efforts must be done, as well as the development of particular tools, in order to correct the situation and achieve maximum production via the optimal efficiency of the workforce. The HRD unit must be concerned with the following issues:

Performance appraisal is just the periodic review of employee performance. Proper assessment may be carried out using the right yardstick; data on performance review and employee feedback are assessed using the employee's optimal potential.A role analysis is concerned with the optimal stress, links, and autonomy of a person in a certain job. Optimum stress is the process of adjusting a person to maximize his contribution. Linkages provide communication and interdependence between people and teams both inside and outside of units. Autonomy allows a person to take the initiative in dealing with a new situation and finding a solution to it.These are popular and extensively used in most firms to improve employee abilities. Training must be tailored to the sorts of training needed by the company. Evaluation of trained personnel and usage of training might be accomplished via in-house training or training provided by professional organizations or universities.

An effective internal communication system is critical for avoiding avoidable misunderstandings among employees. Employees would also be kept up to date on the organization's operations and accomplishments.Job rotation is the justified transfer of personnel to gain experience and expertise in various areas of work in various sectors of a business. This would also benefit the organization's health.An organization must be dynamic and adapt favorably to changes in the environment, technological improvements, and product and service diversity. Organizational development requires growth and self-development strategies.Award, reward, and incentive schemes for individuals and groups may increase employee participation in work and help to quality assurance. However, this method must be used with caution in order to prevent unfavorable outcomes for the company[7].

A suitable setting is critical for the formation of an organizational culture. Communication inside the organization that allows for top-down, bottom-up, horizontal, circular, and external communication must be incorporated in. This would guarantee that the employee-employer relationship runs well. This is also extremely important for developing a healthy work culture that contributes positively to the company.The active, motivated, talented, and competent employees, as well as the infrastructural facilities offered for their service and growth, are critical to the quality of Library and Information Centres. Library and information science (LIS) experts are regarded as one of the critical components that may really transform a library into a knowledge center. If a library's working experts are knowledgeable enough, he or she may create a collection of information resources that really serve as resources while also attracting users via

his or her services. It can be observed that practically all of these sixteen factors are tied to the human dimension of libraries and information centers in some way. As a result, it is possible to conclude that human resource development is a critical component of library and information center management. Libraries, being service-oriented organizations, cannot avoid HRD practices and the advantages that may be obtained by implementing such practices[8].Furthermore, Library and Information Science is a career that is always evolving owing to the usage of Information and Communication Technologies. As a result, the growth of the human dimension is a major priority for libraries and information centers. Libraries, as a service-oriented institution that serves humans as customers via other groups of humans, cannot hope to fulfill its goals unless their personnel are developed. Since the contemporary library movement, the global relevance of LIS professionals has grown significantly. Today's LIS professionals must learn and nurture knowledge and abilities for efficiently and effectively presenting the desired information to a wide range of users.

DISCUSSION

Human Resource Development (HRD) is an urgent necessity for university libraries, which are regarded as the core of the university teaching system. Only through the efforts and abilities of their human resources can libraries really become vibrant and informative hubs. Personal rules may boost employee morale and motivation, but they are insufficient to keep the business dynamic and moving in the correct path. Employees' knowledge, skills, and talents must be constantly gained, refined, and applied in order for the company to remain dynamic and efficient. As a result, it is critical that our country's university libraries reorient their personnel policies with the HRD program as the driving principle.

Another strain that accentuates the need for human growth is the ongoing desire for change. The function of the library in a changing society seems to be a topic of discussion everywhere. Cultural change transforms the library's purposes and goals, modifies its priorities, and calls for change inside the library to meet the problems and requirements of society. It is considered that libraries, like any other organization, can no longer afford to ignore the psychological, technical, technological, social, economic, and political changes that are occurring in the organizations' external and internal environments.

As a result, the work of librarians and information professionals has become increasingly complex." Guy Sylvestre correctly stated in his article "Of books, men, and machines" that "we librarians have no choice but to adapt ourselves to a changing world, if we are to survive in this new era."

The act or process of producing anything that is planned to accomplish or attain in advance, according to the dictionary definition of planning. In other words, it refers to a choice made in advance on what should be done. Manpower planning is simply the planning of human resources to accomplish the organization's core goals. It is a procedure for evaluating and analyzing whether the company will have an enough number of competent people available at the appropriate times to execute occupations that will fulfill the goals of the organization while also providing pleasure to the individuals involved[9].

In the process outlined above, the management must consider elements such as time period, organizational strategic choices, flexibility, formality, and so on.This is a method that estimates an organization's future workforce quantity and quality. Various forecasting strategies are utilized in this process, including: managerial judgment; the Delphi methodology; work study methodologies; ratio-trend analysis, and mathematical models.It informs the human resource management of the quantity and kind of workers needed. Supply forecasting gives information on an organization's capacity to get the requisite number of employees. It is concerned with the abilities of employees both within and outside of a business. HR audits, internal supply analysis, and external supply analysis are all part of the supply forecasting process.HR audits examine current employees' skills and talents, providing a complete overview of the capabilities available in the firm.

Internal supply analysis includes an examination of absenteeism, employee attrition, and productivity, as well as an examination of inflows and outflows and job movement. External supply studies are used to find potential personnel from outside sources.This stage relates to putting Manpower plans into effect. A number of measures such as recruiting, selection, training and development, and retention have to be planned as part of the implementation.This is the last stage of the planning process. Regular monitoring or review is required to identify flaws in the planning process so that remedial actions may be implemented on time.

With the passage of time, change is unavoidable. Similarly, LIS workers' attitudes about employment and providing service to their consumers must be altered. These individuals must be willing to embrace the most recent advancements in information and communication technology. When there is anything new in terms of ICT or management strategy, they must constantly update [10]changes, since there are always changes and new things in ICT. To create an effective staff performance plan, begin with a study of the library's future duties and roles, and establish priorities.

It is critical for the library management to examine what will be considered fundamental competencies of librarians based on the needs of their own local context within the planning horizon, as well as what extra skills are required for the professionals. However, even thorough planning and an accurate evaluation of skill and training gaps may not be able to forecast and account for a variety of external circumstances that may impact the plans over a period of 1-3 years. External factors such as funding bodies, policy issues, technologies, e- resources, technological infrastructure, and user needs and preferences may change much faster than libraries' ability to change their staff development strategies and establish new training and education programs.

There is no question that improving the capacity of library workers is an urgent requirement in order to stay up with the times. As an organization, libraries and information centers must fulfill their objectives while also increasing the perceived worth of their particular organizations. Libraries are service-oriented institutions, thus they must constantly ensure the pleasure of their users. It is now the job of LIS professionals to defend themselves and their services and to demonstrate their worth to the parent business. To do so, they must increase their level of competency and improve their knowledge and abilities in order to give better service and please

their consumers. Policymakers have made significant efforts to create personnel in this area. One of them is the National Library Mission.

The National Library Mission will examine the country's personnel needs in the field of library and information science management as soon as feasible and take the appropriate actions to satisfy the country's requirements via Library and Information Science, education, and training. Core competences are required for library employees to assist clients in the changing library arena. Staff who are adaptable will enable libraries to meet the changing requirements and expectations of their patrons. To deal with this phenomena, libraries may recruit, employ, and educate library workers to make them sensitive to the modern and constantly changing library environment. NML has chosen to provide need-based training programs for a variety of library professionals working in public and other libraries[11]. These trainings/workshops will help to develop the capability of library and information science professionals via well-designed training programs (including training of trainers). The capacity-building initiative will be carried out in partnership with universities and institutions that currently offer programs in Library and Information Sciences.

CONCLUSION

Overseeing all library operations, managing the library budget, planning and negotiating the purchase of items, Interlibrary Loan [ILL] requests, stacks upkeep, fee collecting, event planning, fundraising, and human resources are the core duties of library management.An HRMS allows for remote access and employee self-service, which means that workers may produce these papers themselves from any place by just connecting into the system with their credentials. This saves both the employee and the HR department time.HRM is characterized by a continual flow of information and activity.

Inaction in the HRM area might have devastating consequences. As a result, being continually aware of how workers are doing, how successfully they are doing it, and how they feel about executing their duties is a critical element of HRM.

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CHAPTER 15

DEVELOPMENT OF THE BOOK STACK METHOD IN LIBRARY

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ABSTRACT:

Stacking, in a nutshell, is the process of aligning and actually stacking pictures of similar fields on top of one another in order to improve flux and depth. The Main Stacks are bookcases that house the library's circulating print book collection. The Library of Congress Classification is used to categorize materials in the stacks. The call number is similar to an address in that it indicates where the book is placed in the library stacks.Stacking is an ensemble learning strategy that builds a new model by combining predictions from numerous nodes. This final model is used to predict outcomes on the test dataset.

KEYWORDS:

BookStack, Back Issue, Display Racks, Selective Inventory, Shelf Reading.

INTRODUCTION

A stack or bookstack (also known as the stacks of a library building) is a book storage room rather than a reading area in library science and design. This term specifically refers to a narrow-aisled, multilevel system of iron or steel shelving that evolved in the nineteenth century to meet increasing demands for storage space (Figure. 1). An "open-stack" library allows patrons to enter the stacks to browse for themselves, whereas "closed stacks" means library staff retrieve books for patrons on request[1].

Figure 1: Diagram showing the overview of the book stack in library.

Soon after pioneering the use of iron in the Bibliotheque Sainte-Genevieve in 1850, French architect Henri Labrouste designed a four-story iron stack for the Bibliothèque nationale de France. In 1857, multilevel stacks with grated iron floors were installed in the British Library. In 1876, William R. Ware designed a stack for Gore Hall at Harvard University. The weight of the

building's roof and any non-shelving areas above the stacks (such as offices) may also be transferred to the foundation through the shelving system. The outside walls of the structure serve as an envelope but offer no structural support.

The Library of Congress's Thomas Jefferson Building was constructed in 1897. This was the first place where this form of book storage was used. Bernard Richardson Green was the construction engineer in charge. He changed the Gore Hall design many times, including the use of all-metal bookshelves. The contract was awarded by Snead & Company Ironworks, which went on to install their standardized design in libraries throughout the country. Notable examples include Harvard's Widener Library and the New York Public Library's seven-level stack supporting the Rose Reading Room.

Green created and patented the Library of Congress book stacks. Although the framework was composed of cast iron, the shelves were made of thin U-section steel strips that were supposed to be as light as a comparable wood shelf. The upper surface of the U portion was ground, polished, and 'lacquered' (the lacquer's ingredients are unknown). Green intended the stacks to be modular, capable of supporting a roof structure and standing many stories tall as a single independent structural unit comprising stairs and levels. He constructed the shelves so that they could be adjusted to fit different book sizes using a simple lug system that didn't need any bolts or fasteners. The book stacks are of machine-age industrial design, while being adorned and very simply ornamented[2].

A fundamental choice in the design and operation of every library is whether its stacks will be open or closed. Patrons at an open-stack library are free to peruse the collection and obtain anything that interest them. Only library personnel are permitted in the stacks at a closed-stack library; users must use the catalog to select volumes they desire and request that staff retrieve them. Until the late nineteenth century, most public libraries used closed-stack systems, but by the end of the century, open stacks had gained favor.

John Cotton Dana, who became head of the Denver Public Library in 1889, was a notable proponent of the open-stack system. The first few Carnegie libraries used the closed-stack system, but later Carnegie Libraries were designed to operate with open stacks. Angus Snead Macdonald, president of the Snead Company from 1915 to 1952, advocated the transition from closed stacks to modular, open-plan libraries.An inventory is one way that libraries and archives employ to identify whether objects in their collections need preservation or conservation efforts. A modern inventory might entail inspecting items one by one with a barcode scanner and a laptop, with the goal of adjusting bibliographic and item records in there and OCLC's WorldCat databases. Using a laptop and handheld bar code reader will "reduce human error and inconsistencies, while helping to maintain staff concentration and enthusiasm for the project."

Print resources in the digital era, albeit much smaller in size than e-print materials, remain vital components of a library's collection. The inventory process is an excellent strategy for enhancing library service quality by increasing print material accessibility and decreasing user annoyance. "When library users are unable to find materials in the expected locations, they lose faith in both the library catalog and the library itself." Missing or mislabeled volumes have a direct influence

on the quality of library services. Staff time spent looking for missing or mislabeled goods may be reduced by maintaining the stacks via inventories and shelf reading[3].

Libraries hold thousands of volumes; big academic libraries may have millions. Conducting a yearly (or less frequent) physical inventory with the laying on of hands on each individual item may be impractical for a variety of reasons. It may not be financially possible, personnel may not have additional time to spend to such an inventory, and the Library receives no financial benefits for performing an inventory. Problems uncovered books in need of buyback, rebinding, repair, or digitalization may need costly and time-consuming remedies. Because of these constraints, huge academic institutions may not conduct inventories for decades, if ever. Complete inventories, on the other hand, are frequently a regular part of the school library media specialist's job at K-12 institutions, where inventory may be a legal requirement that shows that the libraries are accountable for the money they have spent throughout the year. Checking for lost books and materials can be compared to auditing.

There are, however, alternatives to doing a full inventory, such as performing a selective inventory. Selective inventory might be carried out based on scenario or data forecast. In libraries, physical space is limited. Inventorying small collections before shifting them to their new location allows the library to conduct a selective inventory effort. Kohl's (1982) argument that circulation data, book search statistics, and ILL statistics might be effective tools in identifying locations as potential selective inventory areas is an alternative to opportunistic selective inventory initiatives. "Areas in need of an inventory can be identified through the use of predictive data," he writes. Once the accuracy objectives and methods of measurement have been established, "the criteria must be quantified, and an overall measure of inventory accuracy should be maintained as a management key performance indicator." Although collecting new materials is regarded as the library's primary mission, maintaining the condition of library collections, which includes less pleasurable activities such as weeding, book repair, shifting, and counting what libraries believe they have on their shelves, is also an important part of the library's mission to provide access to current patrons as well as those who will use the library in the future[4].

When an inventory is performed, the physical state of the collection as well as bibliographic representation issues are recognized and rectified. "This strengthens the integrity of the OPAC, it a more effective resource for users." Improved access to collections for users has a significant influence on patron service and how the library is viewed. During an inventory process, "library staff gain knowledge of the collection and are able to provide stronger customer service." Patrons benefit from library staff's increased confidence in their collections and collection development abilities. Inventories serve in ensuring the integrity of collections listed in online public access catalogs and finding aids. School libraries also use inventory to assess the collection against accrediting institution benchmarks, as well as to examine each resource and determine its future in the collection based on age, relevance, currency, and condition which may include repair, replacement, disposal, or cleaning to ensure that attractive, up-to-date resources are available for patrons. This is also a good opportunity to move shelves to avoid congestion and damage.

Sample is a compromise measure that may be an essential management tool. Random sample of library collections can provide a rapid and unambiguous evaluation measure of a collection

whether the volumes are there and in excellent physical condition. The California State University libraries proposed inventory protocols in 1982 to ensure the security and integrity of the campus's 19 collections. They understood that a full regular inventory was too costly and thought that sampling would be the best approach of measuring book loss. Every three years, a sample of an indicated number of objects in each Library of Congress letter categorization was to be taken. If loss rates exceeded 1% for two years in a succession, it would signal that a complete inventory was required[5].

First, it must be established if the whole collection, including stacks, reference, and special collections, will be sampled or whether just a certain region will be examined. Government publications and the Asian library were among the particular collections of the University of Illinois, but they were not included in their assessment. Unbound things may be eliminated as well. The Library must next decide on the size of its sample. Of course, more datapoints result in more accurate data regarding the gathering. In sampling, there are two sorts of mistakes that might occur: tolerance and confidence. Tolerance is the greatest departure from the nominal error figure. For example, if a survey question is correct for 85-95% of the population, it may also be written 90% in this instance, the tolerance is five. The second mistake is confidence, which measures the certainty of a correct response within the tolerance boundaries. If there is a 90% confidence level, it is expected that if the sample study is repeated 10 times with new samples but the same tolerance, the findings will be correct for nine of the ten studies. For a tolerance of 5%, the sample sizes for a collection of more than 50,000 books are 381 items for 95% confidence and 648 items for 99% confidence, as shown in the table below. To obtain a lower tolerance of 1%, thousands of books would have to be sampled, perhaps stretching the resources available for even a sample inventory. A survey of 270 to 655 books is significantly more manageable for a typical-sized library staff.

Counting hundreds of books in a given random sample is an alternative to counting till you know whether or not you have a problem. When working on collection automation at Louisiana Tech, the Prescott Memorial Library used sequential analysis in the late 1980s.The books may be chosen at random in a handful of different ways. If a library wishes to determine if objects are missing from shelves in addition to their physical condition, random samples should be created using the library's integrated library system (ILS). If librarians are just accessing the collection for preservation reasons, they may simply count ranges, columns, shelves, and books and make random samples using Microsoft Excel or other spreadsheet tools. Misplacement of books on shelves does have consequences, both in terms of customer satisfaction with the library's services and in terms of staff time spent attempting to find missing volumes. It may be well worth the additional effort spent figuring out how to remove random objects from your library's ILS to complete your sample[6].

What do librarians search for when they get their hands on particular books from their sample? They should inspect the book's cover for discoloration, peeling, and deterioration. Then they should open the book and examine the text pages—are they browning or brittle? To check if a book is acidic, use an archival marking pen. How does the binding look? Are the pages complete? This information may be saved in a spreadsheet for further examination of the

complete sample. Include the item's call number, place of publication, place of production, publication date, measurements (spine height, cover width, depth of back to front cover, the amount of shelving space surrounding the item, horizontally and vertically); describe the case style, leaf attachment and binding condition, text attachment, acidity, paper strength, and text contrast; list the damaged pages and describe the enclosure type and condition; and make any additional notes that you think are relevant. In 1987, the cost of sampling 384 random objects at the University of Illinois in Urbana-Champaign was less than $5000. Eleven graduate students from the school of library and information science were hired by the UIUC Library and were trained and supervised. Each surveyor gathered forty samples, and 90% of the surveys were completed in 5.5 survey hours on the first day.

Sample data may be simply recorded in Excel or another spreadsheet application, where easy analysis can be conducted. Librarians seek to determine the status of their collections for preservation purposes: what proportion of the books are acidic? How much of the collection is damaged? Is there greater harm on crowded shelves? Is it necessary for the library to be worried about books produced in Eastern Europe? Etc. Following the identification of the collection's major concerns, preservation strategies should be examined. What must happen as quickly as feasible in order to protect the collection? What decisions may be put off for a while? Is there a preservation strategy in the library's collection management policy? Is there a budget for collection maintenance? What can be deduced from the facts regarding what will happen to the collection in the next ten to twenty years? Budgetary demands may be backed by statistics using the findings of the library's collection evaluation. The library's budget has to be increased to care for aged holdings, or the library's money needs to be increased to add new items for our students to fulfill inadequacies and weaknesses. The Joyner Library at East Carolina University used this method after an inventory and shelf-analysis exercise in 2005[7].

Sampling may also be used to determine the best intervals for shelf reading. In a university library, the average misplacement of volumes on a shelf is 5.6%. Sixty-five percent of the volumes were on the proper shelf, but not in the correct sequence. Cooper and Wolthausen developed equations that show the optimal shelf-reading interval is a function of the number of books in a section, the likelihood that a book in one section will migrate to another, checking and user costs, and the error rate of the shelf reader. Despite the fact that daily shelf reading cannot be used in place of a collection inventory, the time spent on shelf reading is vital to a library's collection.

The capacity of Stack Maintenance to correctly read shelves and Interlibrary Loan workers to remove mislabeled materials is critical.

Uninvented collections have an influence on library users beyond the university's borders, resulting in unfulfilled interlibrary loan requests. Inventory programs may save money by minimizing the number of unneeded interlibrary loan requests and purchases. Atkins and Weible "used interlibrary loan requests to identify problems in locating materials; not on shelf is a common reason for an interlibrary loan request cancellation." Addressing these concerns always adds to improved service quality.

DISCUSSION

In every library, library material upkeep include continual monitoring of the stack room, exhibiting new material on display racks, and arranging books and periodicals on the shelves after usage. Aside from that, the material must be dusted and cleaned on a regular basis. Periodicals and damaged or torn books must be bound. Old and outdated papers that are no longer in use must be removed from the stacks. This involves physical care for the books, such as protecting them from sunshine, dust, insects, dampness, and heat. Many portions of the library are affected by the repair work. For example, the processing department always receives new material, and these volumes must be shelved within the current collection[8].

When a huge quantity of books on the same topic are received, this causes shelving issues. These volumes must be accommodated on the shelves without interfering with the order of the other collection. The circulation department is also engaged. Users regularly take books from the stacks, get them issued, and then return them. These volumes must be returned to their rightful placements on the stacks upon their return from users. As a result, the labor associated with correct shelving, re-shelving, and collection maintenance is ongoing. Aside from that, periodicals work is distinct from the rest of the library's job. Only by segregating magazines from the rest of the library's collection can effective service be offered.

After processing, the papers must be neatly shelved and exhibited. The design of the shelves should ensure that the most frequently used volumes are in prominent locations, rather than rigidly following the categorization method. Oversized books must be stored separately. The stacking of the papers should be done in such a way that no space is wasted. All types of content, including both book and non-book material, must be correctly put. Documents should be placed in their designated shelf space. There must be enough lighting and space for future expansion of the library. Shelving Methods Proper shelf management is regarded as a tool for monitoring the performance, satisfaction, and achievement of any library's specified objectives. Since the implementation of free access in libraries, the role of shelving has assumed precedence. Effective library operation would be difficult for library employees and patrons without correct re-shelving of materials.

It is a necessary task that takes time and needs dedicated employees to do successfully. The document shelf should be designed such that a user may easily discover the objects they need. Books must be organized in a logical and organised way; otherwise, finding certain books becomes difficult. The most common way of shelving is to organize it in a categorised manner according to the library's categorization plan. The following are some types of shelf arrangement. This is the best and most common form of shelving. All of the books are ordered methodically according to the categorization schedule. It is also handy for the user. It is also the most effective strategy in the open access system[9].

The Dewey Decimal System is used by the vast majority of libraries worldwide. This numerical categorization method enables libraries all around the globe to categorize and arrange materials on shelves in accordance with the classification scheme. Other types of content, such as journals, maps, atlases, pamphlets, standards, patents, and non-book material, must be housed separately

in the library. Broken order arrangement It is the organization of books that are not precisely in categorized sequence. Reference books, fiction, special collections, and so forth are shelved individually here. Arrangement by specific sequence Books on the same topic are divided into three groups: oversized, undersized, and normal. They are arranged in distinct sequences and locations.

This is a cost-effective strategy, however books on the same topic are sometimes segregated. In libraries with a modest collection, books may be sorted by accession numbers. However, this approach is seldom followed. This approach is not utilized at all in open access libraries with a large number of users. This is the most basic method of organizing books in small libraries since it is simpler to keep tiny collections alphabetical, either by author or by title. Even in bigger libraries, fiction may be sorted alphabetically by author, and if an author has published a significant number of works, they are placed alphabetically by title, inside the author's name.

There are different stacking methods available, which vary per library. The fundamental objective for any library should be to use as much space as possible while still making it quick and easy for users to navigate between stacks. Shelves are built of either wood or steel. The authorities of a library may elect to utilize single-faced or double-faced units depending on the available space.Shelf reading and blocking are two everyday activities that the maintenance crew must do. Shelf reading is the process of reading every phone number on a shelf to verify that they are in the correct sequence. Blocking is the process of bringing each book to the end of the shelf so that the whole shelf is lined up with the shelf edge and all books are standing upright with a book support/end put at the end of each shelf. Books are often lost on the shelf after being browsed by consumers. Although users are officially forbidden from replacing the books on the shelf, they may do so. It is common knowledge that a misplaced book is as good as lost. As a result, it is critical to return the volumes to their proper sequence. This process is known as shelf rectification.

Many big libraries, particularly university and research libraries, have their own periodicals section. The periodicals sector is where you may get the information you need in journals, magazines, newspapers, and other serial publications. In this part, the open shelf arrangement is often used. Readers may access a broad variety of publications, newspapers, and subjects of interest. Most libraries order bound magazines and back issues alphabetically by title. On the display racks, current issues are prominently exhibited[5].

The work on periodicals is isolated from the rest of the work on other publications in the library. This is because the bulk of the library money is now spent on subscriptions to magazines. Furthermore, modern scholars rely more on the material contained in magazines than on books. As a result, handling the upkeep of periodicals involves more abilities on the side of library workers. Work with publications requires focus and whole devotion. The job in the periodicals division may be split into many stagesreceiving, recording, and stamping received issues of magazines. b) Submitting magazines for use in the reading room. This involves organizing current publications for display or returning them to the shelf if they are not on exhibit. Tracking down missing problems and keeping contact with publishers, vendors, or whoever the suppliers are. Maintaining relevant periodicals records. Maintaining periodicals display rooms by putting

only the most recent issues on display racks and mailing or storing earlier issues in designated locations. f) Shelf maintenance and shelving of bound and current magazines.

Display of Periodicals The periodicals division assists the university, college, or research library's teaching and research missions by offering public assistance, access, storage, maintenance, and administration of the periodical collection. Libraries often display publications for the benefit of its users for this reason. Users may be drawn to the displayed magazines by actually viewing them, resulting in increased usage of this category of library literature.

This is the most common style of display rack in libraries, particularly those that subscribe to a significant number of publications. This rack is divided into two sections: a cupboard at the bottom and pigeon holes at the top. The standard height and breadth are 7.5 feet and 6 feet, respectively. The depth is about one foot in the pigeon hole region and approximately 1.5 feet in the bottom cupboard area. The closet section holds back editions of periodicals, while the pigeon holes carry roughly 36 current issues. This sort of display rack is highly practical and beneficial in the library, but it has one drawback: the magazines cannot be adequately shown. This is the greatest sort of display rack and is an upgrade over the previous pigeon-hole type of rack. This is a box-style rack with horizontal shelves covered with hardwood planks that incline to the shelf plank. The shelves may be divided into pigeon holes, each with its own wooden support for magazines. The inclined plank offers a better method to display magazines in this case, with the back issues housed in the area beneath the inclined plank. In one rack, display space for 25 to 30 magazines may be supplied.

The magazines may be organized in various ways on the display racks. The alphabetical order is, of course, the optimum technique. The layout of magazines in many big libraries is subject-wise since alphabetical ordering might cause complications. As a result, the journals are alphabetically organized under broad topic areas. Step type display racks are quite frequent in small libraries, and if the quantity of magazines is fairly small, it may be random without any precise arrangement. Back issues of journals are often organized alphabetically on shelves. This aids in quickly and easily locating an individual title. Back issues may also be sorted alphabetically under broad topic areas in certain libraries. Actually, there is no established rule or method for organizing the magazine collection. Individual libraries may organize their periodical collections for the convenience and utility of their users.

Many libraries arrange journals and newspapers chronologically, with the most current edition on top and previous issues below. The layout of bound issues differs from library to library as well. In some libraries, bound volumes of magazines are categorized and stored with books, whereas in others, they are stored with loose issues of back volumes alone. The ideal approach to display the most recent issues of magazines is alphabetically under broad topic headings (that is, all issues of the current year) and to put all back volumes, including bound volumes, on the shelves in appropriate alphabetical order.

CONCLUSION

The Stacks acquire their name from the way the dozens of trailers and other movable living quarters that make up the spaces are built on top of one another in "stacks" held together by

metal beams, pipelines, and homemade girders. They were developed in order to conserve space, labor, and resources. A stack, as opposed to a reading area, is a book storage location in the Arts and Science Library. This phrase especially refers to a narrow-aisled, multilevel system of iron or steel shelving that originated in the nineteenth century to accommodate expanding storage space needs.A library stack, as opposed to a reading area, is a collection storage place. According to IES, books are commonly housed in shelving units that are 3 feet wide, 1 foot deep, and 3 to 7.5 feet tall in these regions.

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CHAPTER 16

METHOD OF THE STOCK VERIFICATION IN LIBRARY

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ABSTRACT:

Library stock verification is not merely an unneeded evil that benefits neither users nor library employees, but it also offers certain positives. Depending on the organization of records, the volume of the operation, and the availability of equipment and workers, there are several methods to do stock verification swiftly and efficiently.Stock verification is required because it reduces pilferage and fraudulent activities, guarantees the correctness and usefulness of papers, and results in a reconciliation of stock records and documentation.

KEYWORDS:

Accession Number, Library Records, Physical Examination, Stock Verification, Stock Taking.

INTRODUCTION

Stock verification entails physically inspecting the items on file. This is a standard procedure in all organizations, whether commercial or government. Strictly speaking, it is conducted to ensure that all volumes purchased by the library are properly accounted for. In a strict sense, it refers to a physical examination, but in a larger meaning, it refers to an evaluation of the document collection. Stock verification is a contentious topic among libraries owing to authorities' conservative stance against holding librarians liable for losses caused by theft when no facility or provision is offered to build security arrangements[1].

Despite its drawbacks and detractors among librarians, some kind of stock accounting is widely seen as required. Some believe that a yearly inventory is vital to discover administrative flaws and slackness and to take appropriate steps to correct these tendencies. Stock verification does not have to be seen as a necessary evil. Stock taking has several benefits. However, the usefulness or not of stock verification is determined on the size of the library collection. It is difficult to do extensive routine physical inspection in big libraries. To determine the stock situation, such libraries may conduct sample verification of different parts in stages.

One person reads the accession numbers of the books off the shelves, while another person verifies and tick marks the appropriate accession number in the register. When we check all of the books in the library and out in circulation in this fashion, the unmarked accession numbers provide us with a list of missing volumes. Because the books on the shelf are organized by class number, this technique is time intensive. The utility of the accession register, which is a vital record, likewise degrades. A modified technique involves creating and using a duplicate accession registry. The work of producing another duplicate accession record, on the other hand, is enormous and wastes time, energy, and money.

Another simpler version of this procedure is to create slips with simply the accession numbers and use them for stock taking. A register containing solely serial numbers in columns on a page may also be utilized. For books on the shelf, numbers may be crossed out. However, since bibliographical information cannot be validated in any way, both procedures may result in malpractice. However, since bibliographical information are not supplied, this procedure may lead to mistakes; for example, a lost book may be replaced with another inexpensive book with the same accession number[2].

This is another basic way in which all of the books on the shelves and those on loan are counted and tallied with the total number of volumes on file. In terms of numbers, the comparison shows that there are less books. yet, since it does not expose the specifics of the books, it serves only a limited function of stock verification; yet, this approach provides an approximate estimate of the level of loss. This technique of stock taking requires the maintenance of an up-to-date and correct shelf list. The shelf list on cards is quite customizable and allows for quick stock checking. The cards are carried to the stack, and one person reads the call number of each book on the shelf, while another person either ticks it or takes it out and saves it in another tray. Otherwise, the missing books' cards may be removed and stored in another tray. Otherwise, the missing book cards may be removed and saved separately[3].

DISCUSSION

This is a basic, fast, and straightforward way. The trays carrying the shelf register cards may be dispersed among many people, allowing for simultaneous stock verification of different portions of the stack. Though time-consuming, this form of stock taking is quite efficient, and it also allows for stock verification. This section lists some of the advantages and downsides of stock verification. It aids in the replacement of lost books by disclosing the quantity of books lost in a library. Indicates popular novels among readers, albeit in academic libraries, such works are not always those suggested in the course. Allows the library personnel to get more acquainted with the volumes, which is critical for the maintenance staff. Thorough dusting, cleaning, and rearranging. Makes it easier to identify worn-out books for patching, repair, and binding. Aids in the upkeep of the library catalogue and other stock control data. Indicates the efficiency of the library personnel in terms of vigilance and care in preserving the collection[4].

Strict restrictions and regulations regulating the usage of books may also encourage individuals to steal. Certain items, for example, are not loaned out for home reading, and a reader may be hesitant to refer to them inside the library premises for a variety of reasons. Because of this, it is fairly frequent in academic libraries to encounter issues of magazines with missing pages. Responsibility for Book Loss Although librarians are not held responsible for book losses in the majority of libraries in Western countries, many organizations in India continue to hold librarians responsible for book losses. Fortunately, the situation has improved, owing mostly to the work of professional organizations such as library societies. A loss of three volumes per thousand books distributed is typically recognized as a normal loss that may be written off.

Measures to Reduce Book Losses Steep increases in book prices, an ill-organized Indian book market that makes replacing lost material difficult, reliance on foreign publishers, and an

increasing tendency toward theft and mutilation all lead us to reconsider library security measures[5]. Some of the library's policies may clash with the goal of efficient access to library items. However, the librarian is also in charge of preserving library materials for future generations. Instead of impromptu steps such as installing an electronic theft detection device, the Library should have a well-defined security strategy.

Security of collection, including equipment Closed/restricted access policy, appointment of guards, publicising penalty for theft and mutilation, property stamping, equipment tagging, locked storage facility for equipment, proper identification of users, after use procedure to determine damage if any to the equipment's are some of the issues that should be included in the policy. Cash security includes the use of a cash box, a cash register, a cash handling method, and accountability. Terminal access/permission, password, back up type, disc/software, off-site data backup policy, and microfilm duplication records are all computer-based bibliographic and patron records. Procedure for issuing and recovering keys, changing locks on a regular basis, quiet alarms, proper illumination, cleaning services, access, window, and book drop security. Liability and library stock insurance are provided, as well as adequate and relatively affordable photocopying services. increased reading hours, specifically on examination days[6].

Withdrawal and weeding are both necessary actions of a library in order to maintain a robust and efficient book supply. According to the ALA Minimum standard for public library systems, "outdated, seldom used, and shabby items remaining in the collection can weaken a library as surely as insufficient acquisition." Over time, some volumes in the library become outdated (for example, books containing statistics). Sometime later, study revealed that material in an earlier version was incorrect. Books that have been less circulated or worn out are similar. In any library, not all ancient books are valuable. The importance of removing such literature cannot be overstated. The steps below are recommended for removing undesirable stuff. Assemble the appropriate relevant catalogue record and place a disposition slip in books to be removed. A tabular record for books withdrawn/weeded in accordance with the illustration may be kept. Before successful withdrawal/weeding may occur, the appropriate parent body must be consulted.

Stock verification is a yearly or physical verification of any library that is an important aspect of the library process. Physical examination of library resources is required. This is saved in the library registry.As a result, yearly verification entails conducting a real inquiry of the categories of objects stated in the Library Records.Annual verification is a common procedure in all government agencies and large corporate entities.The library is also subject to yearly verification of library content, and books that are not available are rejected, or if they are really helpful, action is done to give them again.The riches of the library is its books, publications, and other items. The library contains a variety of books for classroom usage. Whomever they want to utilize it freely[7].

Apart from that, this process has been ongoing since the manuscripts were preserved for preservation. Today, as big-scale texts are being produced, this activity has become obsolete for enormous libraries.Stock verification at a big library, according to some librarians, is very tough. This is why stock verification is valued in developed nations.Stock verification is a yearly or

physical verification of any library that is an important aspect of the library process. Physical examination of library resources is required. This is saved in the library registry.As a result, yearly verification entails conducting a real inquiry of the categories of objects stated in the Library Records.The same flaws as in the prior technique are discovered in this procedure. Their biggest problem is that Accession No. There are several errors made while speaking and listening repeatedly. When one's attention is distracted even little, blunders in writing the number might occur.Which is subsequently extremely tough to improve. Sometimes you don't look at the number and cut it is a victory, the number is something else, and the tick is placed someplace else on the number. The work required to construct additional register grows in this system.

Using sheets with numbers written or printed on them - This approach uses Accession No. on separate pages. It is either printed or handwritten. Because only one register is accessible for verification in the previous two approaches, only two personnel could execute the task of stock verification at the same time.Because Accession No is given on several pages in this way, many workers may work on this activity at the same time. The access number written on the sheet corresponds to the wording on the panels. On the sheet, the available accession number is marked. Or is severed.This approach also takes the same amount of time as validating from the Accession Register, but because of the various sheets, multiple workers may complete this task concurrently[8].

This approach is the simplest and takes the least amount of time. The number of books accessible on the panels is calculated using this approach by adding the number of books supplied by the circulation department, the number of books bound by the binding or withdrawn for other reasons, and the number of books placed by readers.This is removed from the most recent number recorded in the Accession Register, and any leftover books are declared lost.The disadvantage is that the contents of the lost book are not accessible, making it harder to determine the extent of damage, but it does provide a number.This is regarded as the most basic, practical, and actual approach. This approach employs a shelf list.The plaque on the list is used for library administration. This list has little relevance to the average reader.

The order of the panelist sheets corresponds to the order of the sentences on the pane.A person carrying the Tray of the Plaque list to the windows during verification is referred to as Call No. He talks, and another person matches the panelist's Tray. The piece is still in the hands of the panelist for verification.The sheet of the book that has not been located is placed in or removed from the Tray. Other library records, such as the Binding Register or the Discharging Table, are searched for similar volumes. If they are not discovered, a list is made and the texts are presumed lost. This verification approach is really basic and takes very little time.Stock verification is a yearly or physical verification of any library that is an important aspect of the library process. Physical examination of library resources is required. This is saved in the library registry.

Apart from that, this process has been ongoing since the manuscripts were preserved for preservation. Today, as big-scale texts are being produced, this activity has become obsolete for enormous libraries.Stock verification at a big library, according to some librarians, is very tough. This is why stock verification is valued in developed nations.When all of the texts have been reviewed, the accession number with no mark (Tick) is sought, and if it is not found, the book is

presumed lost.Although this approach seems to be easy, it requires more time and effort since texts on the shelf are classed as Call no. And the text entries in the Accession Register. Occur sequentially.As a result, numerous pages of the Accession Register must be reversed repeatedly. It also takes longer[9].

Ticking and reversing pages repeatedly dirties the register, making it harder to evaluate library collections.This approach is only suitable for stock testing of tiny libraries.By using a separate register with accession number - Another method is used to address the errors of the preceding method and to save the Accession Register. Verification is carried out in the same manner as in the first method.The sole distinction is that Accession No. Only books from are matched.The register pages have the ability to move and flex, and when destroyed, a second sheet may be simply generated. The numbers in this may be simply produced with a numbering machine or computer.The same flaws as in the prior technique are discovered in this procedure. Their biggest problem is that Accession No. There are several errors made while speaking and listening repeatedly. When one's attention is distracted even little, blunders in writing the number might occur.

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Numerical Counting - This approach is the simplest and takes the least amount of time. The number of books accessible on the panels is calculated using this approach by adding the number of books supplied by the circulation department, the number of books bound by the binding or withdrawn for other reasons, and the number of books placed by readers.This is removed from the most recent number recorded in the Accession Register, and any leftover books are declared lost.The disadvantage is that the contents of the lost book are not accessible, making it harder to determine the extent of damage, but it does provide a number.Stock Verification by Shelf List - This is regarded as the most basic, practical, and actual approach. This approach employs a shelf list.The plaque on the list is used for library administration. This list has little relevance to the average reader. The order of the panelist sheets corresponds to the order of the sentences on the pane.

A person carrying the Tray of the Plaque list to the windows during verification is referred to as Call No. He talks, and another person matches the panelist's Tray. The piece is still in the hands of the panelist for verification.The sheet of the book that has not been located is placed in or

removed from the Tray. Other library records, such as the Binding Register or the Discharging Table, are searched for similar volumes. If they are not discovered, a list is made and the texts are presumed lost. This verification approach is really basic and takes very little time.

The stolen texts' information is gleaned from text materials housed in the Library. New messages are purchased to replace stolen SMS.It gives information about well-known literature. As a consequence, it contributes to their increased presence in the Library.During collection verification, library staff get well acquainted with the literature. As a result, it is easy to supply readers with reference services.This removes the frozen solution from the inventory and reorganizes the texts.Readers conceal the textual contents of one topic and keep them with the other subject. At the time of collection verification, the course materials are retained in the right location. This research is known as Shelf Retrification.This kind of issue arises in libraries where the Open access system is dominant.During Stock Verification, it is understood that the texts that are being burned or departing pages. Bookbinding prevents such manuscripts from being destroyed[11].

Uprooted texts by Label are re-pasted. On this case, the messages with missing phone numbers are rewritten on Label.The management also learns about the stock's strengths and shortcomings as a result of this.The stock verification report provides the management with information on the effectiveness of the library employees as well as the book monitoring.If additional messages are taken, the workers involved are instructed to be extra cautious.During this procedure, information on certain such works that are taking up excessive space in the library is also accessible. They have the option of removing themselves from security and location[12].

Book verification has been a simple procedure up to this point. In huge libraries, verification is impossible.This is an impossible task in global libraries. As a consequence, it has been fully prohibited in England, the United States, and other European countries; nonetheless, it is a good practice for tiny libraries to indicate how many volumes have vanished or been destroyed.As a result, nowadays, significant emphasis is placed on the usefulness aspect of texts.As a result, stock verification should not be regarded as required. It simply takes time, work, and money to waste.This is why stock verification is not prioritized in Western nations, yet it is very difficult in vast libraries.

CONCLUSION

Stock verification is the process of ensuring that the material meets the details, requirements, and balance amount specified in the material register/record. In other terms, "Stock Verification" is the process of comparing the current book balance to the actual physical balance of the material.Each organization's four key verification procedures should be clearly defined: test, demonstration, inspection, and analysis.The primary goal of stock verification is to keep correct records in order to eliminate errors in inventory monitoring, increase operational efficiency, and make better choices based on trustworthy data.An inventory, often known as a stocktake, is an essential aspect of library administration. It implies that library workers can: Identify resources that are missing. Maintain an accurate record of all library materials by keeping the database up to date.

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CHAPTER 17

LAW OF THE LIBRARY SCIENCE AND THEIR IMPORTANCE

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ABSTRACT:

S. R. Ranganathan developed the 5 Laws of Library Science in 1931, defining the fundamentals of running a library system. The collection of standards, percepts, and guidelines to excellent practice in librarianship consists of five rules of library science. According to our experience, more customers request books on a certain topic than books by a specific author. As a result, if books are organized by topic, more people will find it useful. This will result in increased usage of bocks, satisfying the first rule of library science.These rules have given library science a scientific perspective. They serve as the philosophical foundation for all forms of libraries' activities and services. These also serve as guidelines for practicing Library and Information Science.

KEYWORDS:

Every Book, Fourth Law, Library Science, Save Reader, Second Law.

INTRODUCTION

The first library science law, "Books are for use," serves as the foundation for library services. This legislation states that books in libraries are not to be kept hidden from users. Ranganathan observed that books were frequently chained to prevent removal and that the emphasis was on storage and preservation rather than use (Figure.1). He did not deny the importance of preservation and storage, but he asserted that the purpose of such activities should be to promote use. Dr. Ranganathan refocused the field's emphasis on access-related concerns, such as the library's location, lending regulations, hours and days of operation, personnel quality, and banal issues, such as library furniture and temperature management[1].

Second Law: "Every person his or her book," the second rule of library science, states that librarians must serve a diverse range of customers, acquire material to meet a diverse range of needs, and abstain from bias or criticizing what particular clients choose to read. Librarians should recognize that everyone is unique and that everyone has distinct preferences for the books they read. Following the publication of The Five Laws of Library Science, Ranganathan identified children, the physically disabled, artisans, newly literate adults, the intellectually disabled, working-class individuals, and individuals with niche interests as specific groups of potential readers who are served by the application of the second law[2].

Third Law: The third law is that every book has a reader.The third rule of library science, "Every book its reader," states that all books have a place in the library, even if only a tiny

population chooses to read them. Ranganathan subsequently emphasized that the word "book" may be broadened to include any document.

Fourth Law: Save the reader's time. The fourth rule of library science, "Save the reader's time," states that all customers should be able to promptly and effectively discover the items they need. The practice of librarianship creates systems, services, workflows, guides, and frameworks for the benefit of the user. According to Ranganathan, the fourth law saves library staff time through practices such as centralized classification and cataloging, documenting materials before sending them to the library that ordered them, and mechanizing methods for information retrieval.

	Ranganathan's Original Conception	New Conceptions in the Current Environment		
First Law	Books are for use.	E-books are for reading.	Netflix is for watching.	Blackboard is for studying.
Second Law	Every person his or her book.	Every listener her iTunes.	Every artist his Photoshop.	Every student her EasyBib.
Third Law	Every book its reader.	Every blog its reader.	Every Google Map, its traveler.	Every digital repository its researcher.
Fourth Law	Save the time of the reader.	Save the time of the listener.	Save the time of the traveler.	Save the time of the researcher.
Fifth Law	A library is a growing organism.			

Figure 1: Law of library science: Diagrmae showing the overview of the library science law (Century information and library network).

Fifth Law: A library is a living creature."A library is a growing organism," according to the fifth rule of library science, indicates that a library should be a dynamic institution that is never stagnant in its viewpoint. Ranganathan distinguished two forms of growth: growth that increases the number of items in the library's collection and growth that enhances the collection's general quality via material replacement. Growing physical space must be considered, but in the twenty-first century, this has come to signify the many media and platforms that a collection might embrace.

Ranganathan also wrote on what he dubbed "The Law of Parsimony," which states that budgetary resources should not be devoted to works with a small readership.In addition to Ranganathan's five recommendations, Michael Gorman, a former president of the American Library Association, proposed the following regulations in 1998. These rules were reiterated by Gorman in Chapter 1 of his book Future Libraries: Dreams, Madness, and Realities, which he co-wrote with Walt Crawford, as well as in Our Singular Strengths: Meditations for Librarians. In 2004, librarian Alireza Noruzi suggested that Ranganathan's rules be applied to the Web. Web resources are available for usage.Every user has their own web resource.Each online resource has a user.Save the user's time.The Web is an evolving organism.Carol Simpson, a librarian, suggested the following changes to Ranganathan's rules in 2008 to reflect the variety of

media:The media is for use.Every customer has his or her own information.Each media has a user.Save the customer's time.The library is a living creature[3].

Dr. Achala Munigal advised the following changes to Ranganathan's regulations in 2016 as a result of the introduction and use of social technologies in libraries. Social media is being used - increasingly by librarians in libraries.Everyone has their own Social Tool.Each Social Tool has a user.Save the user's time by giving the information he or she wants using a social tool with which the user is already accustomed.Social media is a dynamic organism, with new tools and applications being created on a daily basis. Libraries are no longer made of stone and brick. They provide non-traditional library services to members and non-members equally, regardless of place or time.

Basheerhamad Shadrach suggested the Five Laws of Knowledge in 2019, derived from Ranganathan's. Knowledge may be used in a variety of ways."Every citizen" has the right to all types of information.Every information [sic] is available to everybody without prejudice.Save all knowledge searchers' time.A knowledge system grows through time to accomplish all of the following rules[4].

DISUCSSION

A book is a guide, a companion, and a philosopher all rolled into one. A writer creates a book to express himself. The basic goal of writing is to transmit the thoughts contained inside it. To do this, the books must be used. As a result, the first rule requires that all efforts be made to guarantee that all books stored in the library be utilized because they were produced for use. The first commandment, "Books are for use," emphasizes the usage of books rather than their preservation. Books were previously stored in locked rooms to avoid theft, but this discouraged free usage and precluded lending. The first rule of library science, "books are for use," states that books in libraries should not be kept apart from their users[5].

The first legislation serves as the foundation for library services. Dr. Ranganathan noticed that books were often chained to prevent them from being removed, and that the focus was on storage and preservation rather than usage. He did not deny the need of preservation and storage, but argued that the goal of such actions was to encourage usage. These objects have no value unless users have access to them. By emphasizing use, Dr. Ranganathan refocused the field's attention on access-related issues such as the library's location, loan policies, hours and days of operation, as well as the quality of staffing and mundane matters such as library furniture, temperature control, and lighting. The First Law - Books are for Use is one of the Five Laws of Library Science that Ranganathan referred to as a "trivial truism" in his writing "Library Science and Dr. S. R. Rangangathan is implying here that the First Law - Books are for Use - is evidently accurate and accepted. In this book, Ranganathan says. The second library science law is "Every Reader Has His or Her Own Book." This rule suggests that "books are for the use of all" or "books for all." The Second rule emphasized the democratization of the library, with each reader having an equal right to get the book of his or her choice. The second legislation established the states, the library authorities, the library staff's, and the readers' roles and obligations. A library should serve all clients, regardless of age, color, or socioeconomic background.

According to this legislation, every member of the community should be able to receive the supplies they need. Dr. Ranganathan believed that all persons from all socioeconomic backgrounds were entitled to library services, and that the foundation of library usage was education, which everyone was entitled to. These rights came with certain responsibilities for both libraries/librarians and library customers. Librarians should have firsthand understanding of the individuals they will be serving. Collections should cater to the community's specific interests, and libraries should heavily market and publicize their services in order to attract a diverse variety of readers.The second rule of library science states that "every reader his/her book" indicates that librarians serve a diverse range of patrons, acquire material to meet a diverse range of requirements, and do not judge what individual clients choose to read. Everyone has distinct likes and preferences, which we must respect.Ranganathan's second premise is absolutely applicable to media in all forms, including the Internet, notwithstanding the possibility of a physical knowledge storage item[6].

Obligations of the Library Authority - The second legislation addresses library authorities in terms of book selection and staffing. A library's budget is restricted. Before picking literature, it is thus preferable to understand the reader's needs. Similarly, library authorities should hire workers with both professional competence and missionary passion.Obligations of Library Personnel - Library personnel should be cooperative and service-oriented. Only through bridging the gap between readers and books can every reader have his or her own book. When a reader enters a library, library employees should approach him and offer assistance. Second Law strongly supports library user education programs.

Obligations of the Reader the Second Law expects readers to take on certain obligations as well. Readers must be disciplined and adhere to all laws and regulations. Readers should avoid tearing pages from books, keeping books over their due dates, and so forth. All of these actions serve to keep other readers away from their publications. Every Book Must Have a Reader, according to the Third Law. The focus is on the book. Every book in a library must find a reader, according to this legislation. It suggests that consumers should make the best use of their books.This concept is similar to the second rule, but it concentrates on the object itself, implying that each item in a library has a person or people who would find it beneficial. Dr. Ranganathan said that the library may design a variety of procedures to guarantee that each item is assigned to the proper reader. One way incorporated the fundamental principles for collection access, most notably the need for open shelves.The third rule of library science is that "every book has a reader," which indicates that a library's books have a place in the library even if a smaller population chooses to read them.As a result, steps must be taken to assure the effective execution of the Third Law's requirement. The following are some considerations to bear in mind in this regard. Open Access is one of the most effective strategies to ensuring that the greatest number of books get viewed by the greatest number of people. It also occurs from time to time that a reader may go to the shelves in quest of a book and end up selecting several additional volumes in the process[7].

Book Selection - Give due consideration to the library's patrons' preferences and needs. The Third Law's difficulties may be reduced by implementing a well-balanced book selection approach. If the correct books are chosen, they will undoubtedly find readers.Shelf Arrangement

- If the books are placed in such a way that the themes are grouped according to the degree of mutual connection, each book has a better chance of finding readers.Books should be put in places where readers may easily access them. It has been noticed that books that are within easy reach of the readers are the most often utilized. Shelves should not be taller than 6.5 feet to allow for easy access.Proper book cataloging is critical because even if there are well-planned and ordered volumes on the shelves, they are ineffective on their own. Series and cross-reference entries are quite beneficial in capturing the attention of readers. Analytical entries boost the likelihood of a composite book finding a reader.A reference librarian should be knowledgeable about the world of books and strive to identify a reader for each one. Each book should be canvassed by the reference librarian.

Publicity is a highly effective tool for attracting readers to the library and, as a result, increasing the likelihood that each book will find a reader. For example, new books may be brought to the attention of readers by exhibiting them at the library's door, or by connecting with them through an e-newsletter or broadcasting information about them via the library's Twitter account.The library attracts readers by transforming itself into a cultural and social hub. A library does this through hosting exhibits, musical performances, a magic show, and celebrations of local and national holidays, among other things. Once individuals attend these events, the library may seek to bring books and readers together[8].

The Fourth Law states, "Save the Reader's Time," and a library customer is likely to be a busy person. It is critical to keep the reader content, and a reader is most satisfied when his/her time is saved, i.e., when he receives the required service in the shortest feasible time.This regulation recognizes that one aspect of library service excellence is the capacity to satisfy the demands of library users efficiently. Dr. S.R. Ranganathan suggested that proper business approaches be used to enhance library administration. He saw that centralizing the library collection in one area gave significant benefits. He further said that outstanding employees would not only have high reference abilities, but also strong technical skills in cataloging, cross-referencing, ordering, accessioning, and material circulation.The fourth law of library science is that all customers should be able to swiftly and effectively find the content they need.

When books are not available online, time is lost. Readers' time is saved when they use open access. If open access is not available, the reader must make his or her selection of books by browsing the library catalog. The reader then asks the library staff for the book he found in the catalog. The staff looks for the desired book, and if the staff is unable to locate it, the reader must re-search the catalog. These issues may be avoided if readers have unrestricted access to the shelves and can look for their books themselves.The location of the library is critical. It must be strategically positioned in order to be easily accessible to the community serviced. A public library should be in the heart of the city, whereas an institutional library should be at the center of the institution. A centrally placed library saves people time when visiting it[9].

In the library, proper categorization methods should be employed. Books should be organized on shelves by categorization number. Shelf correction is also required on a regular basis. To reduce readers' time, the library catalog should try to give multiple methods to users. Analytical entries for composite volumes should be included.In order to save the reader's time, the library should

offer an effective system of stack room guides. It could be beneficial to have it at the stack room's door, with the whole layout of the space noting the location of the book racks and the classifications of books in them.The majority of readers prefer to read the book at home. The library must offer the books to the readers for this purpose. Time-saving approaches for book circulation should be utilized so that the user does not have to spend additional time obtaining the book supplied (or returned).

By offering Reference Service and Long Range Reference Services, the reference staff connects the book and the reader, saving the reader's time.Readers squander a significant amount of time searching for literature. To save the reader's time, the library should provide full or selected documentation services, including SDI services, as required.Staff at the library should be cooperative. They should assist readers in locating their documents while keeping in mind the message of the Fourth Law, which is to Save the Reader's Time[10].

The Fifth Law states, "The Library is a Growing Organism." A library is a social institution that will continue to expand like an organism. A library will expand in terms of documents, readers, and personnel. Organic growth may take two forms: growth as a child's body or growth as an adult's body. The development of a new library will be analogous to the development of a kid in all areas. Once a service library has achieved adulthood, its development will be in the form of replacing old books with new books, and new users will continually replace old users.

This legislation was more concerned with the need for internal reform than with environmental changes. According to Dr. Ranganathan, library organizations must handle expansion in personnel, physical collection, and customer usage.

This included enabling for expansion in the actual facility, reading rooms, bookshelves, and catalog space.The fifth rule of library science, "the library is a growing organism," states that a library should be a constantly evolving organization with no static viewpoint. Books, procedures, and the physical library should all be updated on a regular basis.As far as feasible, the collection should expand in all subject areas while bearing in mind the needs and requirements of all readers.

Casting Off the outmoded and Preserving Valuable Books Remove old, outmoded, and unneeded books to make room for new acquisitions. However, libraries must take the appropriate precautions to protect precious items.We should select a categorization method that can handle the assault of information pretty effectively.We should choose a catalog code that can handle all types of library items that have already been obtained as well as new materials that are expected to be acquired in the future.Libraries may need to consider computerizing certain housekeeping tasks such as acquisition, circulation, cataloging, and so forth[11].

As a library expands, the sanctioned staff becomes insufficient. As a result, an increase in personnel should be considered at that time.

Any staffing criteria should be approved by libraries in order for the library to be able to hire the necessary personnel.When planning and developing a library building, there should be a provision for future development, both horizontally and vertically. The library should have

enough room for both the present and the future.As the number of readers grows, the issue of book theft from the library becomes more urgent, particularly under the open access system. As a result, various protections are required, such as having one gate for entry and departure, grilling windows, and checking all readers before they leave.

CONCLUSION

A collection or set of collections of books and/or other print or non-print items that have been arranged and kept in good condition for use. The library is a structure or space that houses a collection of books that are maintained for reading. The library assists both students and instructors in learning more about any topic. Spending time at a library is the finest way to expand one's knowledge.

Readers should not highlight, underline, write on, rip, or otherwise damage library publications. Readers are asked to treat all Library property with care in order to prevent damage and to avoid disturbing other readers/users. Without the Librarian's approval, no Library materials may be removed from the premises.

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CHAPTER 18

LIBRARY DEVELOPMENT IN THE UNITED STATES

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ABSTRACT:

Library collection development is the process of systematically building a specific library's collection in order to meet the information needs of library users (a service population) in a timely and cost-effective manner by utilizing information resources held locally as well as resources from other organizations.The first is Benjamin Franklin's Library Company of Philadelphia, which was created in November 1731. With over 173 million objects, the Library of Congress is the world's biggest library. View comprehensive collection statistics.From the 18th century to the present, public libraries in North America evolved; as the nation got more numerous and wealthier, factors such as a drive for education and a desire to share information led to widespread popular support for free libraries.

KEYWORDS:

Academic Libraries, Free Public, Special Libraries, Subscription Libraries, United States.

INTRODUCTION

The development of libraries in the United States is relatively new. Early migrants to America were more concerned with establishing themselves and earning a life. They were more concerned with establishing a home in the bush and finding a job. Despite their perilous circumstances, the early refugees had not lost their religious roots. The clergy had brought the Bible, and the surgeon had brought his literature, but the early collection was primarily religious. Then there were several private libraries with a small collection (Figure.1). We may see the beginnings of library history in the United States of America in these little collections[1].

Figure 1: United States library: Diagrame showing the library of the United States.

Some of America's early inhabitants carried their own book collections with them. During the colonial era, most libraries were private. Some well-known private libraries belonged to William

Brewster of Plymouth Colony, John Winthrop of Connecticut, Col. William Byrd of Westover, Virginia, and James Logan of Philadelphia. Their collections ranged from 3,000 to 4,000 volumes. Boston is credited with founding what is known as the first public library. In 1653, Boston merchant Robert Keayne gave £ 300 in his bequest for the establishment of a public library in a chamber in the Town House. His request was granted, and a library was established in the Town House.

It lasted over a century until being destroyed by a severe fire in 1749. Thomas Bray, an Anglican priest, established literary centers for colonists. During the years 1695-1704, he established around 70 libraries. His main focus was on Maryland, although his objective was to build a big library in each colony. Two organizations aided Bray in his work: the Society for the Promotion of Christian Knowledge and the Society for the Propagation of the Gospel in Foreign Parts. These libraries' holdings were mostly theological, since these works were intended for clergy. The Bray libraries were not strictly public libraries, albeit a few were[2].

As mentioned before in this lesson, book clubs and subscription libraries were popular in England. Similarly, pattern libraries were formed in the United States. They were dubbed "social libraries." Benjamin Franklin was a pioneer in the establishment of communal libraries. In 1793, he established the Library Company of Philadelphia and invited interested parties to join. The original charge was 40 shillings, with an annual fee of 10 shillings. Franklin's library was known as the "mother of the social library" in America. Subscription libraries of all sizes started to emerge throughout the United States. "Three other well-known subscription libraries were the Redwood Library of Newport, the New York Society Library of New York city and the Charleston Library Society of Charleston.

Social libraries were very popular during the period 1790-1815 and thereafter there was a gradual decline due to the rise of public libraries supported by the state. One major feature of the subscription libraries was the nature of the library collections These collections were quite different, with less emphasis upon religion and more upon secular matters, like history, biography, travel, literature, grammar, agriculture, arithmetic and natural science. As in England, there were also several commercial libraries whose motto was to make a profit[3].

Mercantile Libraries America was changing from an agricultural to an industrial country. With the advance of trade and commerce, a new class of the mercantile community sprang up. Another segment of society consisted of industrial workers due to the setting up of various types of industries. Business firms and industries sponsored "mercantile" libraries to foster educational and recreational reading among their employees. These libraries were also known as “mechanics” libraries or “apprentices” libraries. These libraries were closely related to the education movement in the first half of the 19th century.

Libraries Before the advent of free public libraries, a novel idea was mooted by the Governor of New York, Dewitt Clinton. He recommended to the state legislature the formation of school district libraries. The idea was to house these libraries in the existing schools and open them to the public without any charge. In 1835, the New York legislature passed a law to levy a tax of $ 20.00 to start a library and $ 10.00 in subsequent years to provide for its growth. The state

legislature made available a sum of $ 55,000 a year for the purchase of books. The school district was expected to raise an amount of money equal to that received from the state exchequer[4].

The novel idea of opening school district-public libraries found favour with many states and by 1876 as many as twenty-one states had followed suit. The credit for establishing a free public library in the modern sense of public libraries goes to Peterborough in New Hampshire. In 1823, the Peterborough Municipal Council made a provision in its budget to set up a free public library. Legislative measures in the USA can be traced back to 1848. The Boston Public Library was established by an Act passed by the General Court of Massachusetts in 1848.

In the very next year, New Hampshire legally authorized the cities and towns under its control to establish libraries and also made provision to levy a separate tax for funding the libraries. Today every state of the USA has a public library Act. The Act provides the legal basis for the establishment and administration of public libraries and for the tax provision. However, the Acts differ from state to state. Some Acts are comprehensive and cover all types of libraries, like city, town, village, district, regional or school district libraries. In a few states, there may be a separate law for each type of library. However, all Acts have one provision in common, that is, the use of the library should be free to the inhabitants of the municipalities concerned[3].

Another redeeming feature of the majority of the Acts is that the proceeds from the library tax should be kept in a separate fund called the library fund and cannot be intermingled with other funds of the tax collecting authority. Federal legislation in the USA evolved very slowly. It was only in 1956 that the first general library law was enacted at the national level. This was the Library Services Act in which a national commitment to the support of libraries in the overall educational programme was made. The Act was applicable to rural areas but in 1964 it was amended to include urban areas also and the Act was renamed the Library Services and Construction Act. This Act appropriated funds for library services and for inter-library cooperation.

One factor that contributed greatly to the library movement in the USA was benavolent contributions by individuals or trusts. Philanthropy played a great part in the later half of the 19th century. The New York Public Library was a creation of philanthropy. John Jacob Astor, a businessman, bequeathed $4, 00,000 in his will to establish a reference library in New York city in 1848. Astor entrusted one Joseph Green Cogswell to buy books. The Astor Library opened in 1854 with 90,000 volumes. Cogswell became its first director. Another reference library was opened in New York in 1870. This was done by James Lenox who had collected nearly 20,000 volumes covering subjects like Amercian literature, folklore, history, works of Milton, Shakespeare, Bunyan and several other classics.

In 1800, former Governor of New York State, Samuel J. Tilden left an estate worth $ 50,00,000 for the creation of a free public library. However, his will went into litigation and a compromise with his relatives was made and the library secured only half of the amount. In 1895, the three trusts stated above merged and the New York Public Library came into being. It is a private library but the services are free. There are several other examples of endowments for the establishment of free public libraries in the latter half of the 19th century and the beginning of

the 20th. The Enoch Pratt Library (1884) at Baltimore, the Newberry Library at Chicago (1887), the John Crerar Library, also at Chicago, (1894), the Henry E. Huntington Library at San Marino (1919), and the Pierpont Morgan Library at New York are some examples of libraries set up by donations. 42 their Role in Society The greatest single benefactor to the public library cause was Andrew Carnegie (1835-1919)[5].

His donations were mainly meant for the construction of library buildings. Funds for books and maintenance had to come from the community. In the USA alone, 1681 public library buildings were constructed through Carnegie's endowments. By 1920, the Carnegie Trust had donated more than $ 500, 00,000 for the construction of library buildings. There were only seven municipalitysupported libraries in the 16 larger cities of the USA in 1890. This situation markedly changed after Carnegie's donations. In the last decade of the 19th century, libraries started spreading throughout the length and breadth of the USA.

DISCUSSION

The United States sponsors many governmental libraries, but three qualify as national libraries because of the constituencies they serve. The largest is the Library of Congress(LC) which has been an outstanding international trend-setter in most of the world's library developments. What started in the first decade of this century as a service to distribute catalogue cards grew to the printing of the National Union Catalog in the fourth decade and eventually led to Machine Readable Cataloging (MARC) tapes in the sixth decade. LC has played a very important role in other national library activities to include a number of projects, to find better techniques and methods of library and information services, not only in the USA but also internationally. The two other national libraries are the National Library of Medicine (NML) and the National Agricultural Library (NAL).NML emerged in the 1950s directly from its predecessor, the Army Medical Library. It serves practicing medical professionals and medical science researchers, not only in the USA but throughout the world through its Medical Literature Analysis and Retrieval System (MEDLARS) and MEDLINE services[6].

Meddlers is a sophisticated computerized 43 Development of Libraries in UK and USA storage and retrieval system that grew from Index Medicus, NML's paper-based index to current literature. The holdings of NML are nearing a million. NAL grew out of the Department of Agriculture Library; it has also led to the development of computerized storage and retrieval of information on agriculture and allied subjects. There are also other federal government agencies whose libraries serve different information needs of their parent organizations. Academic Libraries Academic libraries, as in the UK, include school, college, university and research libraries. They have developed individual growth patterns.

The Harvard University Library represents the largest of the privately supported institutions, whose collections and inter-institutional responsibilities have grown in geometric progression. Notable among the other university libraries are Berekely, Stanford, Columbia, Chicago, Princeton and Yale. A number of others have also contributed very greatly to resource development and a host of library and information services. A distinguishing feature of academic libraries in the USA is the development of school libraries and media centres. More than 75,000

libraries and media centres are now in public and private elementary and secondarily schools. The infusion of federal support, coupled with standards developed by professional associations, have allowed libraries and media centres to improve traditional services in reading, reference, and teaching and to augment their role in supplying schools with additional instructional support. In many cases they are also participating actively in computer literacy programmes in US elementary and secondary schools. Special Libraries Special libraries, generally, exist to serve specific clientele[7].

They are not designed to meet the information needs of the general public. Naturally, their collections are much smaller. Staffed with specially trained professionals, they offer need based services to specialists. The special libraries of AT&T's Bell Laboratories, International Business Machines (IBM), and Westinghouse Electric Corporation are a few examples of the big industrial and business establishments' libraries. Newspapers, adverstising agencies and other agencies have special libraries. There are also libraries attached to learned societies, hospitals, banks, legal institutions, publishing houses, scientific institutions, etc., each is meant to serve its respective clientele's information needs.

Growth and Future Trends Many of the trends mentioned with reference to the UK also apply to libraries in the USA, with variations depending on indigenous requirements. There are, however, very distinct-trends in the USA that may have a far reaching impact on the entire library and information scenario not only in that country but globally. Arising out of this is the Network of Computers and Communications which is likely to be the characteristic infrastructure of the post-modern world. The first part is composed of the network's links. The second will consist of the sensors and monitors that connect the network to the world. The third part will comprise databases including encyclopedic information, musical and theatrical performances and records of all kinds. Finally, there will be information processors for the purpose of keeping the network itself in order to provide expert services of particular kinds.

The information links are like the nerves that pervade and help to animate the human organism. The sensors and monitors are analogous to the human senses that put us in touch with the world. Databases correspond to the memory; the information processors perform the function of human reasoning and comprehension. Once the post-modern infrastructure is reasonably integrated it will greatly exceed human intelligence in reach, acuity, capacity and precision.

Although these statements appear to be a forecast rather than a definite possibility at present, special studies have been conducted to assess the impact of Internet on all the three major kinds of libraries, namely, academic, public and special libraries. Here, we are just bringing to your attention the publication of the book entitled Libraries and the Internet/NREM: Perspectives, Issues, and Challenges. Another significant effort to deal with the increasing role of information in its widest dimension is mentioned here to highlight current and future trends. A National Information Infrastructure (NII) which is also called the Information Super highway, is envisaged with various possibilities of information use[8].

The components of this Information Superhighway are: People to create, publish, organize, preserve, manage, and use information; to develop applications and services; to design and

implement policies and standards; and to educate and train individuals for all aspects of NII The information content in all formats and media, including text, still and moving images, numeric files, sound recordings, archival records, museum collections and other evidence of all kinds. Hardware and other physical components, including computers, monitors, input devices, printers, telephone, fax machines, compact disks, video and audio media, cameras, televisions, cable and other wires, switches, satellites, microwave nets, optical fibre transmission lines and other devices yet to be invented.

Software and news groups such as file transfer protocol, gophers, USENET news, Wide 'Area Information Servers (WAIS), the World-Wide Web (WWW), with mosaic and Hypertext Language (HTML), and many others to be developed. Standards, codes, regulations, and other policies to facilitate, interconnect, provide interoperability, ensure privacy, protect security, provide for appropriate compensation to owners of intellectual property, protect the integrity of data, promote ethical practice, and ensure true universal access and service. In building up the proposed infrastructure, principles, goals, strategies, and mechanisms have been evolved. An Information Infrastructure Task Force (IITF) has been charged with articulating and implementing the administration's NII vision, working with the private sector to develop comprehensive telecommunications and information policies[9].

In the development of libraries in the UK and the USA, the part played by professional associations is exceptional and remarkable. In the UK, the British Library Association, (LAUK) was established in 1877 and the Association for Information Management (ASLIB) came up in 1926 (known formally as the Association of Special Libraries and Information Bureaux): They have been spearheading and directing library and information activities with dedication and devotion. In the USA, the American Library Association (ALA, 1876), the Special Library Association (SLA, 1909) and the American Society for Information Science (ASIS, 1937) have been working with zeal and tirelessly for the promotion and development of libraries and information services. These professional bodies have endeavored to promote library and information services in their countries, and strive to protect the interests of professionals, developed professional practices through standards, guidelines, codes, manuals and other types of publications, published journals to reflect professional developments, conducted professional courses and training programmes to enable skill development, established national and international contacts to be in tune with international thinking and practices and done similar other things. We are merely mentioning this here in order to briefly state the important role played by these professional bodies. They are dealt with in detail in another unit.

This unit traces the development of libraries and information centres in the UK and the USA. The efforts made to develop public libraries in the UK are briefly narrated, highlighting important landmarks. All these culminated in the establishment of a Public Library System, supported by library legislation at different periods. Similarly in the USA, the development of public libraries has been with the support of philanthropists and library legislation. Besides public library development which has taken deep roots in these countries with excellent professional services, other libraries such as academic libraries and special libraries have developed. Different kinds of libraries and information centres have grown gradually with

information needs[10]. Although the academic libraries of universities have a longer history, dating back to the period of the growth of universities, their growth has been due to various factors such as increasing students admitted to different courses, specialisation, and others. A number of new factors contributed a great number of changes to social, political and economic developments, which demanded innovative thinking and new solutions. Some of the more important factors are information technology, user needs, demographic changes needing different types of information, and the volume and variety of information disseminated and published. All these aspects have been dealt with in this unit in the appropriate sections.

CONCLUSION

According to archaeological finds, the world's earliest library was that of the kingdom of Babylon, which debuted in the 10th century BC, followed by the Assyrian empire's Nineveh Palace Library in the 7th century BC, and the Library in the Kingdom of the Greek city of Athens in the 6th century BC.

The advent of formal education in colonial nations may be mentioned as a critical component in the formation of libraries. The colonial administrations and missionaries established educational systems in these nations.The Harvard Library was founded in 1638 when John Harvard contributed 400 volumes, making it the country's oldest library system. The Harvard Library, which is a member of the Research Collections and Preservation Consortium, is also the world's biggest academic library and private library system.

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CHAPTER 19

A BRIEF OVERVIEW OF THE INDIA'S LIBRARY MOVEMENT

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ABSTRACT:

The library movement is a story about the systematic expansion and development of libraries, including the specifics of the founding, maintenance, and operation of libraries in close proximity. In 1910, a free public library movement was launched. In 1925, the inaugural Baroda State Library conference was conducted. In 1926, the Baroda State Library Association was established. These activities set the tone for the advancement of the library movement.

KEYWORDS:

Central Library, Circulating Library, Government India, Library Movement, University Library.

INTRODUCTION

The original libraries were only partially libraries, since they housed the majority of unpublished materials, which are now considered archives. Archeological and literary evidence (recorded by Chinese travelers in India) show that writing and reading manuscripts were commonly performed in the ancient period beginning in the fourth century B.C. until the sixth century after Christ. This must have resulted in the expansion and development of manuscript collections at significant centers of learning. Nalanda University's library was the most significant at the time.The fourth century AD in Bihar. The library was supposed to be in three biggest structures, one of which was known as "Drama Ganja," which meant "mast of drama."religion. Vikramsila, Odantapuri, Somapuri, Jaggadal, Mithila, Vallabhi, Kanheri, and other notable academic libraries of the time. There was a tradition concerning libraries in that time called as sangam age[1].

The Buddhist of India placed significant importance on the writing of manuscripts and the maintenance of their collection during that period. Jains and Hindus have made significant contributions to education. They supported education and literary pursuits, establishing several Upasrayas and Temple Colleges. Acharya Nagarjuna, the creator of Mahayana Buddhism, is said to have kept a library on the top level of the university building. Taxila is also claimed to have a large library.

The medieval cycle is said to have terminated during the seventeenth century. During this cycle's rising phase, gigantic intellectual and spiritual figures like Sankara, Ramanuja, and Madheva thrived.Even the princes of small states maintained their manuscripts libraries. The tradition was continued till the nineteenth century. The Timurid rulers were supporters of learning. With the exception of Aurangzeb, all of the early Mughal monarchs supported art, music, and literature. During their time, libraries also achieved significant advances. Humayun renovated a pleasure home in Delhi's Purana Quilain.

The expansion of European colonization in India accelerated the creation of libraries in the seventeenth and eighteenth centuries. Calcutta started to grow as a major English colony in 1690, when a considerable number of British began to settle there. Following that, circulating and subscription libraries emerged. In 1707, the East India Company constructed the Fort St. David library in Cuddalore. In 1709, the Society for the Promotion of Christian Knowledge delivered the first circulating library to Calcutta, India. Following that, a number of similar libraries were constructed throughout India, the most prominent being. They were the Fort St. George library (1714), the East India Company's library, and the British Library[2]. Bombay Circulating Library (1715), John Andrews circulating library at Fort William, Calcutta (1770), The Calcutta Circulating Library (1787), and so on.

Poona (1818), Raghunandan Library, Puri (1821), Bombay General Library (1830), and so on. The Calcutta public library was founded in August 1835. It was designed to meet the demands of all levels and grades equally. Jean Mitchel founded a modest library as part of the Museum in Madras in 1860. It first became available to the public in 1896. It was called Connemera Public Library, and it might be said that it was the first truly public library, with just a small refundable deposit needed. In 1948, it was renamed the State Central Library.In 1867, the Government of India enacted the Press and Registration of Books Act (XXV), which required the publisher of a book to deliver free to the provincial government concerned one copy of the book and one or two more copies, if the provincial government so desired, to be transmitted to the central government.In 1876, the Khuda Baksh Oriental public library (Patna) was established. Maulvi Muhammod Baksh Khan left behind a library of 1500 manuscripts when he died. It served as the library's foundation. The library was opened to the public in 1891.

In 1891, the imperial library was also founded in Calcutta. Lord Curzon, the viceroy of India, issued the Imperial Library Act 1902, which was modeled after the Registration of Books Act of 1867 and merged the Calcutta Public Library with the Imperial Library. Soon after independence, the Government of India passed the National Library Act in 1948, renaming the imperial library the National Library of India.By the end of the nineteenth century, all provincial capitals, as well as many district towns, had so-called public libraries, particularly in the three presidencies (Bombay, Calcutta, and Madras). Even princely kingdoms like Indore and Travancore-Cochin had public libraries in their capitals, but the general population did not use them to their full potential.

Fort William institution was the first institution established in this nation in 1800. Sir John Colville proposed the bill to create universities in India in 1857. In the same year, Lord Delhousie, the Governor General of India at the time, provides his instant approval to this law. As a consequence, the first three modern universities were established in 1857 in Calcutta, Bombay, and Madras, following the patterns of London University[3].

On January 24, 1857, Calcutta University became the first to be formed. Mr. Joy KissenMookherjee of Uttarpara gave Rs. 5,000.00 to the University on February 24, 1869, to purchase books for the library. The Senate succeeded in erecting a splendid structure in 1872 at a cost of Rs. 4, 34,697.00. This was the first and only university library built in British India. In 1874, the library also began collecting magazines. Calcutta University library had an excellent

collection of books in 1876-77, including a printed catalogue service for the customer. Calcutta University built a new library building in 1934. Dr. Nihar Ranjan Roy, a professionally certified librarian, was assigned to the Calcutta University Library in 1937. For the first time in India, he implemented the DDC and AACR rules to provide excellent library services to users.

The Madras University Library first opened its doors in 1907. The government of India provided the library with a special grant of Rs. 1,000,000.00 to help it expand its book collection. Dr. S. R. Ranganathan became librarian at Madras University Library in 1924. He was Indian history's first professionally certified librarian. In the year 1926, he received Rs. 6,000.00 and Rs. 10,00,000.00 as a result of his active participation. This was the first government grant given to an Indian university library in the country's history. The University Library, which had been housed in the Connemara Public Library since 1908, was relocated to the new premises as a consequence of this gift in 1936. Five well-trained reference librarians were once again assigned to supply the user with unique reference services.This was accomplished for the first time in Indian history[4].

Due to a paucity of donations, the Bombay University library was built quite recently.The University of Bombay gave a grant of Rs. 20,000.00 towards the construction of the library building. In 1931, the late Premchand Roy Chand's sons, Kaibhai and Meneklen, made a very unique contribution of Rs. 10,000. In 1939, the Central Government awards the University of Bombay Library with a special grant of Rs. 50,000.00 to help increase its collection.

The Banaras Hindu University was founded in 1916. The library was built in 1926-27 thanks to a generous contribution of Rs. 200,000.00 from the late Sir Siyaji Rao, Maharaja of Borada.Since its founding in Calcutta in 1784, the Asiatic Society of Bengal has been constructing an excellent research library. The Asiatic Society of Bombay, which was formed in 1804, also had a substantial library. The Victoria Technical Library in Nagpur was the first technical library established in India in 1806. In 1812, the Madras Literary Society established its library.

Maharaja Sayajirao Gaekwad III, the king of Baroda state, is credited with initiating the creation of public libraries as a movement in 1906. During his visit to the United States, he was captivated with the country's public library system. To modernize library organization, the Maharaja hired an American librarian named William Allenson Borden as curator of libraries in his state. Borden was able to construct a very excellent network of free library services in the state throughout his stint as governor, which lasted from 1910 to 13 years. However, owing to a lack of interest on the side of the state administration, this example did not set a pace in further growth. However, Maharaja Sayajirao III's contribution will be written in gold letters in the history of the public library movement in India[5].

The library movement in Baroda began as a people's movement in the form of Mitra Mandal (Society of Friends) in 1906, which received state patronage in 1960. Newton Mohan Dutta, the curator of libraries in Baroda, too accomplished remarkable job. A number of pioneers contributed to the library movement in Andhra Pradesh.Sir Iyyanki VenkataRamanayya takes satisfaction in being one among them. Monindra Dev Rai Mahashaya is a Bengali businessman.In 1920, Master Motilal (1876-1949) created Shri Sanmati Pustakalaya (a public

library) in Jaipur with his own efforts and little resources. We had Sant Ram Bhatia from Punjab, who was instrumental in advancing the cause of public libraries in Punjab. In Assam, the fundamental spirit of the library movement was pioneered by Late KumudesharBarthakur (1893-8).

S.R. (November 1966), a retired Secondary School teacher under the brand name Assam Library Association. Ranganathan is one-of-a-kind and exceptional. He is widely considered as the founder of the Indian library movement. He originally proposed the integrated library system at the inaugural "All Asia Educational Conference" held in Benghazi.In 1930, erai was born. He developed a model library act, which served as the foundation for library law in Tamil Nadu, Andhra Pradesh, and Karnataka, as well as following library legislation in India.Library associations were also important in the advancement and growth of the library movement in India. The Andhra Desa Library Association, formed in 1914, was the first of its type in India. In 1925, it launched the first full-fledged professional magazine.In 1920, the All Indian Library Association was formed, but it was unable to help libraries and their growth. Written by Dr. S. R.

Ranganathan's endeavor resulted in the formation of the Indian Library Association in 1933.Ent form headquartered in Calcutta (Kolkata). The group issued a quarterly publication called ABGILA. The Raja Rammohun Roy Library Foundation (RRRLF) was established in 1972 to commemorate the bicentenary of Raja Rammohun Roy, who raised the flag of rebellion against obscurantism in society and committed his life to fighting injustice. RRRLF is an autonomous organization of the Department of Culture, Government of India, and it provides various types of grants to different public libraries. The Bengal Library Association (1925), Madras Library Association (1928), Punjab Library Association (1929), Assam Library Association (Sadau Assam Puthibharal Sanga) (1938), and others all played important roles in the growth and development of public libraries in their respective states.In its first five-year plan for educational development, the government of India incorporates the program. There are libraries all around the nation. A proposal was also made to establish a National Central Library in New Delhi. During the first five years of the first five-year plan, nine state governments, i.e. Assam, Madhya Pradesh, Punjab, and other states agreed to establish state central library[6].

During the third plan period, other universities, in addition to the Institute of Library Science at the University of Delhi, increased their facilities for teaching library employees and improved their research in library science.On July 16, 1964, the Indian government announced the formation of a 16-member education committee to conduct a comprehensive evaluation of the whole field of education and advise the government on developing a national pattern at all levels of education. The commission has organized different subcommittees to write reports on many aspects of education, including libraries, which play an important part in the improvement of libraries in India. During the fourth five-year plan, the government of India established the Raja Rammohan Roy Library Foundation in 1972 to commemorate the bicentennial of Raja Rammohan Roy's birth as the father of modern India.

The UGC revitalized university and college libraries. It provided the librarian with position, distinction, and a better life. UGC's primary commissions and committees for the growth and development of college and university libraries are as follows. The UGC program (Commission)

appointed a committee chaired by Dr. S. R. Ranganathan to advise on a wide range of subjects such as the standards and principles for designing library buildings, fitting and furniture, administration of university libraries, librarianship training, and so on.

In July 1961, a review committee was created under the direction of Dr. S. R. Ranganathan to study the topic of enhancing and coordinating the standards of teaching and conducting research in the department of library science in Indian Universities. The committee's first meeting was conducted on 15 February.In July 1961, a questionnaire was prepared using data submitted by Indian universities. The UGC prepared a note in response to this questionnaire, which formed the backbone of many developments in the subject of library science.Other notable Committees and Commissions are* Education Commission (1964): Chairman D. S. Kothari* Pal Committee (1970): Chairman A. B. Lal.* Mehrotra Committee (1983): Chairman R. C. Mehrotra.* Committee on National Network System for Universities (1988): Chairman Yash Pal.

Dr. C. D. Deshmukh, the then-chairman of UGC, gave aid to libraries for the construction of buildings and furnishings, as well as for the recruitment of employees on a scale that is, in comparison, bigger than that seen in many other nations. The seminar's suggestions were sent to universities and colleges around the nation. The commission reviewed and approved these remarks.Another significant advancement in the history of university and college libraries is the adjustment of professional librarian wage scales under the third five-year plan.UNESCO made a significant contribution to the library profession in India by granting it worldwide recognition. In October 1951, UNESCO launched the first pilot project by creating the Delhi Public Library[7].

The Indian National Scientific Documentation Centre (INSDOC) was established in 1952 by the government of India with technical assistance from UNESCO. Its main goal was to provide information on the problem of public library services for parts of India in particular and Asia in general. UNESCO once again aided INSDOC in establishing its regional center in Bangalore in 1964. The second significant step that UNESCO made in this regard was the organization of a symposium on the development of public libraries in Asia in Delhi from October 6-26, 1955. It was the first international conference on the topic to be held in an Asian country. Overall, the seminar was a huge success for the Indian library profession.Another UNESCO event that had a significant impact on the Indian library profession.

Aside from this, UNESCO acknowledged Indian librarians by asking them to provide assistance on different library initiatives for the member countries. Dr. S. R. Ranganathan, B. S. Kesavan, S. S. Saith, and a few others are prominent among them. The Indian National Commission is the official agency of UNESCO, and the National Information System for Science and Technology (NISSAT) in the Department of Scientific and Industrial Research (DSIR) is the focal point for UNISIST (PGI) and the coordinating center for the ASTINFO program. The NASSDOC of the ICSSR serves as the focal point for UNESCO's assistance for the APINESS initiative[8].

DISCUSSION

"The library movement is a fight for library development." The Public Library Movement in India, like the Swadesi Movement, has been a project of our national awakening. It was also the result of our cultural renaissance and a renewed appreciation for our culture, culture, and legacy.

In 1886, the first Public Library was established for this purpose. The Gandhian movement made public libraries an unavoidable requirement for the people, and it served as the springboard for the effective organizing of the independence struggle. The library movement is a story about the systematic expansion and development of libraries, including the specifics of the founding, maintenance, and operation of libraries in close proximity. 'The past...'display additional content.

'Gradually, the necessity for public libraries to revive reading became apparent in Calcutta and other Presidency cities. As a consequence, the Dalphian Society in 1811, the Madras Library in 1815, the Calcutta Library Society in 1818, the Bombay General Library in 1930, and the Calcutta Public Library in 1835 were established. These were developed with the active participation and initiative of Europeans. However, the usage of these libraries was restricted to a few persons from upper social classes. be a result, they cannot be properly referred to be public libraries. Nonetheless, the library movement gained a significant boost in Bengal with the founding of a large number of libraries beginning in 1851." Jesse Mitchel founded the Madras Public Library in 1860.

'The Maharaja summons W. A. Borden from America to organize the state library system. He constructed the State Central Library, which had separate wings for women and children, and he arranged library training workshops. 'Within around 20 years, practically all cities and about 1,100 villages had their own library.' In this manner, the contemporary Public Library movement in India is claimed to have started in Baroda during the first decade of the twentieth century. 'In the early nineteenth century, the subscription library established at Fort Williams was turned into a public library. During the same time period, a few public libraries began to sprout up here and there throughout the country.' The Aarsha Granthalayam, Waltair, United Services Library, Poona, Raghunandan Library, Puri, and Bombay General Library are notable examples. These were followed by initiatives in Cochin, Ernakulam, Trichur, and Nasik. Mr. J.H.Stocqual devised a plan to construct a public library in this movement [9].

Rather than directly processing, manufacturing, or delivering tangible materials, a large proportion of work in an information society involves manipulating abstract information and knowledge (defined in this context as an organized and comprehensive structure of facts, relationships, theories, and insights). This kind of job is known as knowledge work. Such knowledge work is supported by three types of information systems: professional support systems, collaboration systems, and knowledge management systems.

Professional support systems provide the resources required to complete activities particular to a certain profession. Automotive engineers, for example, use computer-aided engineering (CAE) software in conjunction with virtual reality systems to design and test new models as electronic prototypes for fuel efficiency, handling, and passenger protection prior to producing physical prototypes, and they later use CAE in the design and analysis of physical tests. Before investing in costly clinical trials, biochemists employ sophisticated three-dimensional modeling software to analyze the molecular structure and likely action of novel medications. Financial software is often used by investment bankers to analyze the anticipated returns and possible hazards of different investment strategies. Indeed, most occupations today have dedicated support systems.

Collaboration systems' primary goals are to enhance communication and cooperation among people of an organization and between companies. A workflow system is one sort of collaboration system that is used to automatically route relevant papers to all suitable persons for their input. A commercial insurance policy's development, price, and approval are all processes that may benefit from such a system. Another kind of collaboration system enables several people to collaborate on the same project at the same time. Groupware solutions do this by giving regulated shared access to work items, such as business ideas, fresh designs, or digital goods under development, generally through an intranet. Collaborators may be situated anywhere in the globe, and work on a project can continue 24 hours a day in certain international corporations.

Other forms of collaboration systems include improved e-mail and videoconferencing systems, which may or may not involve telepresence utilizing avatars of the participants. Another sort of collaboration software is wiki, which allows numerous users to contribute and modify material. (Such systems are used to create certain online encyclopedias.) Collaboration systems may also be set up on social networking sites or in virtual worlds. Members of the public, as well as present and prospective consumers, may be included in the open innovation effort if desired, to allow the cocreation of new goods or the prediction of future consequences.

Knowledge management systems enable the collection and use of knowledge gathered within an organization. Texts and pictures found in patents, design techniques, best practices, competition information, and similar sources may be incorporated, along with elaboration and comments. By indexing and cross-referencing the organization's papers and communications, powerful search possibilities are enabled. There are several application packages available to help with the deployment of such systems, such as Microsoft's SharePoint. Because organizational knowledge is often tacit rather than explicit, these systems must also connect users to individuals of the organization who have specialized knowledge[10].

Those meant to assist an organization's management constitute a wide category of information systems. These systems depend on data gathered via transaction processing systems as well as data and information gained outside the company (for example, via the Internet) and supplied by business partners, suppliers, and consumers. All levels of management rely on information systems, from those in charge of short-term schedules and budgets for small work groups to those in charge of long-term plans and budgets for the whole business. Management reporting systems provide regular, thorough, and extensive information reports for each manager's areas of responsibility. First-level supervisors frequently utilize these systems. In general, such reports concentrate on past and current actions rather than forecasting future performance. To avoid information overload, reports should only be delivered automatically in extreme situations or at the special request of a management.

All information systems, however indirectly, help decision making, but decision support systems are specifically developed for this purpose. These systems are being characterized as business intelligence or business analytics programs since they are increasingly created to evaluate

enormous volumes of data (known as big data). Model-driven and data-driven decision support systems are the two main types.

A model-driven decision support system applies a preprogrammed model to a relatively small data collection, such as a sales database for the current quarter. During a typical session, an analyst or sales manager will engage this decision support system in a dialogue by providing a number of what-if scenarios. For example, a sales manager may utilize a marketing decision support system to determine the selling price of a new product. It includes a model that links different factors—the product's pricing, the cost of products, and the cost of advertising in various media—to the predicted sales volume throughout the first five years on the market. By feeding the model alternative product pricing, the management may compare expected outcomes and choose the most lucrative selling price.

CONCLUSION

From the Calcutta College of Fort William Library to the Calcutta Public Library. The Calcutta Public Library had a unique position as the world's first public library.The world's earliest known library was established in the seventh century B.C. for the "royal contemplation" of the Assyrian monarch Ashurbanipal.

The site, located in Nineveh, modern-day Iraq, included a treasure trove of around 30,000 cuneiform tablets grouped by topic matter.The Government of Bombay suggested registering libraries in 1808, including copies of works produced from "funds for the encouragement of literature". According to the "Sinha Committee," this was the start of India's first phase of public library development.

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CHAPTER 20

AN OVERVIEW OF THE DIFFERENT TYPES OF LIBRARY SERVICES

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ABSTRACT:

A college library is meant to serve the institution's aims. As a result, the primary duty of a college library is to support its parent body in carrying out its program. This implies that it must meet the needs and expectations of instructors and students in terms of reading, study, and research.Libraries, in addition to materials, offer the services of librarians, who are trained and experts at finding, selecting, circulating, and organizing information, as well as interpreting information needs, navigating, and analyzing very large amounts of information using a variety of resources.

KEYWORDS:

Children Library, Extension Activities, Library Service, Public Library, Reference Service.

INTRODUCTION

Today, braries are a common important service organization. The public library's new approach is to spread its message to those who are still ignorant of it, as well as to help those who visit it in their quest for information. The public library's services are given on the premise of equitable access for everyone, regardless of age, race, gender, religion, country, language, or socioeconomic position. The library services accessible across the globe vary greatly from nation to country, from one section of the same country to another, and from one city, town, or hamlet to another. As a result, it is impossible to establish a specific pattern of its services; yet, they follow a broad but identifiable pattern that has developed over the previous 150 years. Public libraries differ in size from large structures with dozens of branches to small, rural facilities. Libraries that have merely one room in size. .The public library's services are intended to enable and encourage the use of resources, as well as to meet the reading objectives of people of all ages and groups. The services provided are various and, in most circumstances, unquantifiable[1].

The UNESCO Statistical Yearbook only covers holdings, budgets, and people for public libraries in each country but does not specify services. Among the services offered are "organizing materials for ease of access." and convenient use through cataloguing, classification, and shelf arrangement; lending procedures that give all patrons an equal opportunity to use the materials; user guidance in finding materials and using library resources; and stimulation of use of materials through publicity, display, reading lists, story hours, book and film discussions, and planned reading programs.

Other ‘services' include providing information service, both to those who come to the library and to those who do not come to the library but seek information over the phone (or write letters);

assisting cultural, civic, and educational organizations in finding and using materials; sponsoring cultural programs in the library for children, young people, and adults; collecting special materials of interest to the community; borrowing materials on interlibrary loan; and providing information service to those who do not come to the library but seek information over the phone (or write letters

Borrowing books for home reading is the most popular of all public library services. Assuming the reader has been assisted by a professional reference service in selecting the book he wishes to read at home, the procedures for permitting him to take it out or borrow it should be clearly sketched out and handled with accuracy. , Circulation work rules should contain, among other things, opening days and hours, access to the library, lending privileges with details of membership, reader's tickets, loan conditions, loan length overdue consequences, loss and care of books. For better administration, the regulations should be as explicit, exact, and basic as feasible. Rules and regulations are essential to meet the library's goal of increasing the number of individuals who use its books and to define the borrower's rights and privileges as well as his or her obligations and responsibilities[2].

The guidelines may vary depending on local situations, but their impact on the public's attitude toward the library should be considered in all instances. The regulations should emphasize that all members of the community have free access to the library. Contact between the library and the borrower will be easier to establish if. As far as possible, prohibitions and negative requirements are avoided. Normally, a new borrower is requested to fill out a registration form, which should contain, among other things, a general agreement to follow the laws and regulations in effect. The registration forms are numbered, allowing a record of the number of library borrowers to be kept. Organizing and managing a lending library service is a critical component of public library work because many people will rate the effectiveness of a variety of public library services based on the execution of this function.

The library's architecture, book supply, and décor are insufficient unless there is a visible incentive for book usage, as well as security and control. Arrangements for addressing the requirements of the borrowers, either locally or via interlibrary loan services. The size and frequency of usage of the library will influence the billing method used. This specifies the physical work of charging and discharging library resources, either mechanically or manually, using one of the several available manual techniques. Aside from traditional changing methods such as Newark and Browne's, a bar code system is now available.

There are a number of charging systems in use ranging from writing out details of books borrowed, name of the borrower, and due date in a ledger to the latest automated system using bar code. The Browne and Newark systems, which are in wide use in England and the USA respectively, are the ones mainly used the world over, sometimes with modifications to suit internal and local needs. . A charging system, which is speedy and accurate, should be chosen as the continued development and success of a library mainly depends on satisfied readers and not necessarily on the slickness and modernity of its mechanization.

An important aspect of the circulation unit is the reader's request or reservation system. This is a procedure by which a borrower can request for a particular book which is on loan to another borrower and ask the circulation desk to hold it for him to collect at a later date after the book is returned to the library. Reservations are a nuisance administratively but they must "be regarded as an essential part of the service. While some large public libraries do not allow requests for reservation for fiction some public libraries exclude recently published books also from this service. In Great Britain, the Public Libraries and Museum Act, 1964 permits a charge to be made for informing the borrower about the availability of a book requested by him. The library holds the book for a specific period after informing him[3].

Not all libraries charge in the same manner. While a large number charge for postage only, some charge for .overhead costs as well as postage which may include charges for staff time to do this work. The request, when not met by the library's own collection of books or met by acquiring a new copy, is handled effectively through inter library loan. Fines for overdue books are charged merely as an inducement to secure the return of books within the loan period and so keep them in circulation. Some libraries do not use the term fine as it connotes a penalty for dereliction of duty but use a softer term: 'late fee'.

Most of the libraries issue books for a period of fourteen days only and renewable, if it is not required by any reader. The period ofloan can be flexible depending on the total stock, the staff employed for circulation duties, and local situations Over dues The problems arising out of books not returned by due date creates a number of problems for the staff. Overdue notices have to be sent through mail to such erring borrowers and if books are still not returned personal visits to his address may become necessary. This also depends on the largeness of the borrowing community and the distance between the library and the borrower's work place or house.

Library service', and to achieve ~is Objective libraries undertake a variety of extension activities. Some large libraries have mail service facility for borrowing books. In metropolitan agglomerations where parking of vehicles are a problem, the borrower telephones the library for a particular book or books and they are shelved near a place outside the library. The borrower drives in and returns the books borrowed earlier and borrows the next set of books kept outside thus avoiding the parking problems. In West Bengal, the rural libraries have a house to house service where a 'cycle peon- carries books to members of the library.

Though there are many kinds of cooperative activities developed for providing better services to readers like cooperative acquisition, cataloguing, and storage of 'library materials, interlibrary .loan is an essential part of the cooperative effort. A national interlibrary loan code was adopted in the United States in 1926 and has been revised a number of times to suit the needs of the day. The Indian Association of Special Libraries and Information Centres (IASLIC) drafted a model interlibrary loan code in the mid-1960s and circulated the same to a large number of libraries with a request to implement the same and to comment on it after a period of time. One of the national seminars examined the matter in depth, and today the majority of the country's libraries are following suit, with slight adaptations to meet local requirements.

Photocopying facility advancements have altered interlibrary lending practice via the supply of photocopies. A member of a major public library system may borrow a book from any of its branches and also utilize the services that they offer. When all of the libraries in a system construct a unified catalogue of their holdings, finding a book in a library and borrowing it via an efficient interlibrary loan service becomes straightforward and uncomplicated.Libraries are an essential component of the world's educational and information storage and retrieval systems. Libraries' contents have evolved so much in the previous century that, in addition to a significant collection of books, libraries also include a diverse range of other materials that enlighten, educate, and amuse. Newspapers, periodicals, pamphlets, disc and cassette tape recordings, films and videos, pictures, miniature reproductions, and maps are examples[4].

This is supplemented with a particular collection of content for certain user groups, such as the blind, elderly, children, illiterates, and so on. The primary activity of the reading rooms is the actual distribution of library items to readers. Though free access lets the reader find books of interest, the staff assists in finding books on peripheral and inter-disciplinary issues. The spectrum spans from simply passing off a book to a casual reader to thorough material servicing for the serious researcher. The opening hours should be included in the rules and regulations for using the reading rooms of the library, the calendar of holidays for the year, age limitations that should be relaxed at the discretion of the librarian, tickets issued for reading room use, and any other guidelines that are essential to meet local requirements.

The timely delivery of books to readers is dependent on precise organization and 'arrangement, excellent and up-to-date catalogues, and the deployment of a knowledgeable and qualified workforce. A library's total stock is determined by financial, physical, and human resources, as well as other factors. For example, a rural library operating from one room may have a very small number of books catering to its immediate neighborhood, whereas a large library may have lakhs of books, all departmentalized according to readers' needs and administrative convenience. Despite the fact that open access is the norm, a significant number of resources remain restricted. They contain rare books, maps, and prints, special collections on art, private collections, and the like. Study facilities include ergonomically built seats and tables, study carrels, listening booths, viewing rooms, and other assistance.

Local newspapers, as well as a few well-known newspapers from inside and beyond the nation, should be distributed if budgets allow, in order to reveal bias. The newspaper reading space should be located as close to the entrance and departure points as feasible, so that people who come to read solely newspapers do not have to go around other reading areas. Though the library subscribes to a great number of magazines, not all of them may be exhibited. Arrangements should be made to show those magazines that are always in demand, and the rest should be arranged in a convenient manner so that they may be provided on demand. However, in the case of both newspapers and periodicals, information on the number and titles of newspapers and periodicals subscribed to, as well as the old volumes housed in the stack rooms, should be easily accessible with the employees in charge of these areas.

Readers who use the reading rooms to reference books should be requested to leave the books on the reading tables so that they may be properly shelved by the library staff. Shelf reading should

be done on a regular basis, and all members of staff should participate in order for them to learn more about their library's collection. It is common for some readers to want to read the book or books they have taken out from the shelves for more than one day, either on their own or with the assistance of reference library staff. In such circumstances, procedures must be taken to 'keep out' such volumes in a different location, and the next time they call on the library, they may be serviced quicker.

The books should only be 'kept out' for a certain length of time before being returned to the shelves. In big reading spaces, workers should be deployed both to assist readers and to keep an eye on the materials being used by readers. The function of the library in making reading and other materials accessible to its users is one of the most significant contributions ever given to society. Ideas, knowledge, and experiences are passed down from generation to generation through library services. Without this line of communication, educational, cultural, social, and technological developments would not be as advanced as they are today. The services assist a reader in finding his needs for education and recreation, a student in carrying out his studies, and a professional in relying on materials for his work. This unexpected detail sparks an interest in reading, which might be a life-long experience[5].

They can get copies of the information they need from each document. Thus, they have permanent possession of the material they need in form much reduced from the bulk of dozens of documents. Of course, copyright laws regulate the reproduction of published material by photocopying. Copyright is the exclusive right to publish, reproduce, and sell a literary or artistic work. The laws provide for some photocopying by libraries for their users without permission from or payment to the holder of the copyright. Besides photocopying services libraries provide microfilm and microfiche services.

Some of the old run of periodicals in microfilm or microfiche form which are available in the commercial market are held by the libraries. The readers can either read the material using the 'readers' or, get prints of the pages they need. Microform is compact, can be indexed easily, allows inexpensive transfer of information from the printed fomite and is economical to duplicate. Microfilm cameras can capture large masses of information, store it cheaply, and retrieve it on demand. Microfilms could be used to save shelf space in the library stacks. Rare books and expensive iatrical, which are easily damaged by constant use in the library, may be microfilmed and only these copies could be made available to readers.

Notwithstanding the fact that the home lending services' efficiency builds up the reputation of small and medium sized libraries, public opinion eventually rests on the standard of service in the reference departments, especially in large public libraries. Reference service is providing personal assistance to individual library users in search of a specific piece. This service begins with a well-designed contact of readers, books and library staff. Teaching people about how to use library resources (which is a first step) will go a long way in leading a person to self-service. Speedy and accurate provision of information, usually in response to specific requests is the primary service of the library. One of the most difficult tasks is often to get the inquirer to state exactly and specifically what[6].

He needs to know. Having identified the query properly the ' reference librarian goes through specially prepared reference sources on current information like directories, almanacs, yearbooks, dictionaries, encyclopedias etc. and also now databases assist the reader. This is known as short range or ready reference service. The query may be by a letter, or telephone, or in person. The library's reference department houses such material, which are not lent out and will, therefore, always be available in the library so that inquirers get their needed.

The long range reference service necessitates ferreting out the information through a long search in different books, periodicals, and other published material and bibliographicalaids on the subject indexing and abstracting services on the topic if available ilia the library and even drawing help from other libraries in the neighborhood, or in the country or even outside the country and also>from 'information gatekeepers'. Nowadays databases are searched for this service whatever the mode of service, the source of information should be recorded in standard cards and filed, suitably indexed, for future reference. The pressures of modern society keeps an individual on. His toes always and he tries to. overcome this by acquiring necessary information as is needed by rum at that point of time and the library's reference service plays a large role in, his endeavor.

DISCUSSION

Large libraries in their reference departments employ or take help' from subject specialists. When a library cannot serve the information/book/document needed by an inquirer from its own resources. The request is forwarded to another institution, which is likely to possess the information/book/document. Such service is commonly known as referral service. This stresses the fact that the librarian acts to link the library user with an information resource outside the library. Public libraries by their very nature - a large and heterogeneous clientele and limited resources, however big the library may be - are particularly well suited to such services. While handling reference queries it is essential to fathom out how much information has to be furnished. Providing more information than is needed by an inquirer is as much a disservice as providing too little information[7].

Reference service failures should be noted down clearly and discussed at meetings, seminars and conferences so that remedial measures may be taken in future. . The dictionary meaning of the word 'refer “is 'to direct for infoliationor anything required' and reference is an act of referring. A reference source is a source that is consulted for information about a subject, theme, event, personality, period, location, or term. Because the papers in a library are chosen, organized, and arranged in a scientific way, the whole library is transformed into a reference collection. Some books, on the other hand, are organized and assembled or created to be referenced for particular bits of information rather than reading through from beginning to finish. They are known as reference books.

The librarian generally uses these books to provide reference services. Reference service is provided by analyzing the question, locating the needed response, and providing it to the inquirer. Reference departments and collections are often positioned in prominent areas in libraries so that users may quickly identify them. The reference materials offered to users

influence how they see the overall library.Large public libraries with a large stock and a large number of professional staff frequently receive requests from their clients for assistance in their quest for critical and exhaustive investigation of a Sll1ect. They not only seek the library's help for books and other information on that subject, but they also request an exhaustive bibliography.
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A topic bibliography is limited to one subject or subject area, while an author bibliography covers all works by and about one author. A bibliography may be comprehensive and include all works of a given kind, or it can be selective, comprising just a portion of the material. It might be descriptive, with simply a short descriptive remark (annotation); evaluative, with critical comment; or both descriptive and evaluative. Public libraries provide bibliographies to its users upon particular request, and sometimes the libraries construct bibliographies with a future user in mind. Bibliographies are valuable resource in any topic search. They give a mechanism of confirming things such as author's name, entire title of work, location of publishing, publisher, and date of publication. Edition and page count. They indicate the scope of the subject and the manner in which it is treated if they are annotated.

The National Informatics Centre, which reports to the Planning Commission of the Government of India, is in charge of establishing and developing India's computerized information system for planning. To achieve this purpose, NIC established a computer network (NICNET) that connects all state and union territory capitals as well as all district heads. The links have been set aside for the particular aim of covering sectors such as agriculture, education, health, and rural development, among other areas where exchanging information can benefit everyone. State Central Libraries, and eventually district level libraries, should be linked to, NICNET for the benefit of library customers. Public libraries are creating library systems in order to offer more and better library services.

These are collaborative initiatives in which many local libraries are involved. Member libraries will have easy access to the resources of all libraries in a system through computers, telefax, and other types of communication technology. Some western libraries have replaced card catalogues with computer-based catalogues known as On-line Public Access Catalogues (OPAC). Other modern systems integrate computers, television, and telephones to enable libraries to provide a variety of services. To be successful, communication connections must connect the libraries in a network or system. These connections expedite the sending and receipt of enquiries concerning the availability of a document or information on a given subject. A person at a library will have rapid access to a vast amount of information by using computers, facsimile transmission, and other communication tools. If a library has computer access to the various databases accessible throughout the globe, they may be searched with little effort; the information sought and the answers provided are the same, just in a different format[8].

The process of selecting a computer system is complicated and difficult. The advancement of technology is fast upgrading old systems, and fresh and newer hardware and software are always entering the market. However, understanding what the system is designed to achieve and what existing solutions can satisfy these needs methodically can make the process easier. However, as technology advances, we will need more aid, mediation, training, and analysis.

Community information services are those that help people and groups solve everyday problems and participate in the democratic process. The public library plays an important role as a community information center for the user community in socioeconomic development at all levels, notably in decision making, problem solving, economic productivity, health care, continuing education, and so on. The services focus on the needs of individuals who do not have easy access to other kinds of support, as well as the most pressing issues that people confront, such as difficulties with their employment, housing, and rights.

The public library is increasingly important as a repository of community-oriented knowledge. The increased public interest in the performance and accountability of local, municipal, district, state, and national governments, as well as other public utility services, has led to a greater understanding of and exercise of the general public's rights and privileges. These documents include employment, social security, consumer protection services, housing, insurance (death, accident, fire, etc.), legal issues, and other themes that have a direct impact on people's life.

The public library, by virtue of its location and longer opening hours is in a unique position to disseminate this kind ofinformation. In a rural setting the printed or written material of local interest has special appeal to the people of that locality. In addition to such literature pictures, photographs, news clippings, reports, articles and other accounts of surveys, studies, etc. about the progress of developmentprogrammes and other problems of the area will be of great interest for the community. The provision of not only books and pamphlets but also the provision of film shows, Organising camps, exhibitions, lectures, etc. in the library assists individuals and groups who JI can play an important role in the implementation of programmes on national development such as health care, nutrition[9].

Agriculture, social welfare, eradication of illiteracy, small scale industries etc. The Kerala Granthasala Sangham has started agricultural book corners in public libraries in Kerala. This section provides books related to new agricultural techniques and pamphlets produced by agricultural universities, and government departments. In addition, persons interested in this area are exposed-to radio talks, TV shows and other print media thus assisting them to better and improved agricultural produce. Similarly for other economical developmental purposes libraries provide assistance in the form of information about employment opportunities and information about loans for self-employment programmes.

Lack of information relating to many welfare programmes for the rural poor can be mitigated by proper community information services. Ignorance (and insensibility to political situation is a bane of the society. A library is a vital part of the world's systems of education and information, and it can play an effective role in creating more political consciousness in the community. Libraries are potential instruments of social change. The one major advantage that the public libraries have over other departments is that the libraries are in close contact with the whole of the neighborhood. Many libraries reach out to the local community by providing community Services, often in conjunction with a local service agency. In a country like India where library rate is still low, the public libraries may play a-vital role. For example in a public library at the village and block level the provision of television, or discussion/lecture on the solving of problems faced by the local people, say farmers, artisans etc. becomes an important activity.

Children's library services are offered as a part of the free public library service. Perhaps the most rewarding activity in terms of job-satisfaction for library staff and a long-term benefit to library service is to work at the children's library, a good children's librarian makes a children's library an exciting place. The librarian's friendliness, understanding attitude can make the children's library - which may be a section of a public library or an independent unit - very interesting. With desks, chairs, shelves at convenient heights 'for children and with pictures and other decor the place looks cheerful and bright. A black board lined with a wall encourages children to draw pictures. Inculcation of library consciousness at an early age is an investment for the future. So many promises made by the government,both at the center and the states, there are still many children who are brought up with no books of their own. The public library through its children's library has duty not only to present its services to children but also to introduce them to books and other media. The library encourages them in fluency and comprehension in reading and reading alongside with other children in the library will help in-group activities later in life. Good and attractive books should be acquired and children should be allowed to handle them and get them issued. After all, an important part of children's library work is in promoting and developing.

The reading habit. By handling books children learn how to turn the pages and experience the joy and delight of discovering a new picture. - Children's libraries conduct a wide range of activities, both inside and outside the library, to help children enjoy themselves and develop an interest in the library and its materials. These, include story hours, developing a picture collection, arranging children's book week, holiday clubs, parent-teacher programmes, competitions, talks, exhibitions, and similar. Activities -designed to attract, educate, and inspire children of all ages. Story hours: Story hours, when properly planned with a good story teller, are one ofthe most popular activities and one of the easiest to arrange, and will be the .better introduction of children to books which will encourage them to read more books on their own. The story hour is a training ground for the child to sit down quietly and listen to someone else, in this case the storyteller. It trains the child to work out a.process in its own mind to understand the meanings of the words spoken by the storyteller.

It is a never-ending job and efforts should 'make for an optimum size collection of pictures. Selection of pictures is of prime importance with emphasis on colored illustrations. Children's book week: This is a very satisfying and enriching activity which has to be organized in conjunction with the school authorities, authors of children’s books,' illustrators. Both the book week and book exhibition should be held together either at the library's premises or outside the library: In the latter situation the library gets good publicity: Talks, lectures and film shows are other activities, which excited and aroused interest to read more widely. Competitions, quizzes, reading programmes introduce children to conventional reference books.

Some library managements provide books supporting and reinforcing the school library's collections. In such situations the school and library authorities should work together so that the links 'Of this nature can do more to encourage the non-library user to join the children' s library and to take advantage of the' facilities it offers. Libraries can have a magazine where children are encouraged to write. To prepare oneself intellectually for a mature life, education is

indispensable. Education rests on four pillars: 'learning to know, learning to do, learning to be, and learning to live together'. Reading is central to all four[10].

In L MHarrods's The Librarian's Glossary the term extension work is defined as 'activities which are undertaken with the object of reaching groups of people who might otherwise be unaware.Of the library', by different extension activities. The UNESCO Manifesto of 1994 states that 'the public library should be active and positive in its policy and a dynamic part of community life. It should not tell people what to think but it should help them to decide what to think about. The spotlight should be thrown on significate issues by exhibitions, book-lists, discussions, lectures, courses, films and individual reading guidance. Reading interests should be stimulated and the library's service publicized through' a well-planned public relations Programme'. Publicity begins with a good reader service that is broadcast by word of mouth. Just as a seller must look for hew marketplaces for his goods and bring awareness for his products, so must ' the public library stimulate a need for its materials and find new users for its various services. Extension activities will vary in nature and in scope from library to library depending on financial, physical, and human resources.

The main objective IS to bring the library and the community close to each other.' A community profile will help to organize extension activities so that local needs' are met and desires fulfilled. Linking the 'services of the library with various other social, cultural and educational organizations will not only make the library more of focal point within the community, the facilities and services offered strengthen the informational role of the library but also benefit from sharing commoninformation sources. Some of the important extension activities of the public library are given in the next few pages.

An important and a major role of the public library is to make its services available to everyone in the area. Branch libraries help spread public library service which serve the smaller and more scattered communities away from city centres. While there are branches which operate from one room in an institution or a market complex, some branches have their own building, staff and a large collection with all types of services. They are open full time and have access to the stocks of other branches as well as to the stock of the central library: This enables a group oflibraries to share information material, and services[11]. This indirectlyparticipating libraries organize their collections and plan improved services. To facilitate this work and to be effective the libraries must be linked together by communication links. These links accelerate the sending of questions and answers about the availability ofbooks and other materials and can also deal with readers' subject requests and to provide bibliographic information either first hand or speedily enough through other branch libraries.

Loans and similar reciprocal borrowing privileges among libraries and through use of microreproductions, computers, facsimile transmission, and other communication aids, a person using a particular library will have quick access to a very large collection of recorded information. The public library movement has been characterized by a missionary zeal to extend the benefits of library service to increasing numbers of the community. This extension has been achieved. Among other things, by the use of book mobiles. Among the many services of a library, the mobile library, the library on wheels, bilious.

Travelling library or book mobile as it is variously called, has caught the public imagination most among the library's extension activities. Bookmobiles serve to bring the library very close to the entire community it serves. The main purpose of Organising a library on wheels is to get over the problem of erecting a suitable building and employing adequate staff to run the services. It is used as a means of offering a book service to scattered rural communities. In densely populated metropolitan agglomerations it is more economical to provide mobile library services operating from the city central libraries. The book mobile is a specially constructed van mounted on a truck chassis and equipped with book shelves. The library is stocked with a collection of materials selected to meet the various interests of users. It is' provided with the facilities to lend them to the people at every -stoppage for a fixed duration of time according to a pre-arranged schedule of timings. This will serve the purpose of Cl lending this library.

A modest number of reference volumes may be included in the collection, which may be utilized by persons in the vicinity of the mobile library while it is parked. While only limited reference assistance may be provided immediately, the bookmobile librarian may take inquiries or requests for particular volumes back to the city central library so that the readers' requests can be fulfilled on the bookmobile's next visit to the location. Young and elderly alike must have unrestricted access to the car. Stoppages must be appropriately located and sited, and the bookmobile's regular program must get full exposure. The huge stock of the municipal central library will allow for regular modifications in the book supply of the bookmobile. The regularity with which the bookmobiles visit different stoppages or distribution centers is determined by a variety of factors, including the routes leading to distribution centers, the weather, and the quantity of readers to be serviced. - Bookmobiles remain a pleasant and regular fixture in the lives of many individuals who would not otherwise be able to experience the advantages of a library.

A huge proportion of our population is uneducated and faces several disadvantages. They are incapable of doing simple tasks such as reading or writing a letter or a notice, as well as identifying destination boards on public transportation or handling even little financial transactions in banks or other establishments. As a result, he will always be a loser. A person is poor because he is uneducated, and he is ignorant because he is poor. Literacy has the potential to break this vicious spiral, and public libraries can play a critical role in reducing illiteracy. Linking public library services to the aims of the Notional Literacy Mission's efforts might be made to bring children to the library who are unable to attend official schools due to economic or familial compulsions. Material suitable for basic readers. How-to books, books with excellent images, and audio-visual material are all examples of how-to books. Sound recordings and similar materials should be made accessible to them. Adult illiterates might benefit from the same materials.

Post-literacy programs should be implemented to prevent them from falling into illiteracy. Continuing education or opportunity to engage on a life-long learning experience will more than compensate for the lack of a formal education. This will be a second opportunity for adult learners, ensuring continuous improvement in enhancing their quality of life. Continuing education, as contrast to a formal system of institutionalized education, gives learners. Has the competence to tackle the structural problems in the society. In continuous education, with the

support foundation of public library services, it is the person who defines and pursues the learning objectives and the resulting goals, not the system.

Young Adults Services Public library laws generally allow anyone over the age of eighteen to join; children's libraries have a lower maximum age restriction of twelve years. To bridge the gap between sixteen and eighteen, American public libraries began to build a young adults department with a variety of books and other resources based on the premise that these tough years need particular attention at this important transitional moment. This is also an effort to minimize the loss in readership that is typical for this age group. Thug impressions gained at this age are not easily (eradicated, and many young adults may be lost to the public library for good unless a more realistic policy is pursued.

Such libraries have now been set up in Europe also. Young adult departments feature materials on careers, sports, travel, and 'other subjects of interest to teenagers. Librarians in young adult department guide users to suitable books in the library's other departments when necessary and also conduct programmes to encourage library use. Services for Adult Learners After the end of the of the First World War, the public librarians in the Western world felt that their libraries had failed to act as a vital communication center for a large percentage of the community and started remedial measures. One of the special groups they targeted was the adult learner who because of the exigencies of the situation could not attend a formal higher educational set-up. The management of the public libraries started taking steps to transform the public library into a 'people's university'.'

What adults learn today or fail to learn today determines their tomorrow. He is always in a dilemma whether to' learn or not to Learn. A public library, whose services are available to all, can open up opportunities for him to learn and continue to learn according to his tastes and . Capabilities so that he can take care of his present day responsibilities and be prepared to achieve the desired promises. The present day complexities in life because of exciting working practices, increasing living standards, and increased leisure time requirements have made him realize his educational inadequacies. The public library has always served as a learning. Resource center for non-traditional or extra-curricular study. While the systematized learning in a high school or a.

University may become dull and appear to be forced, the self-learning experience is pleasurable. As such the public library could be the primary public agency, which could contribute positively to this learning process.

Aileen Tough is his work The Adult's Learning Projects says that 'the adult's highly deliberate efforts to learn provide an excellent starting point for developing better competence and help in adult leaving'. The mature adult with the basic understanding of the three Rs. can study on his own either for personal enjoyment or to prepare himself for further education. Accompanied by careful, library guidance a good general background in a chosen subject area could be accomplished. The library could be an open learning center and in this free atmosphere, devoid of any. Libraries are paying increasing attention to their 'needs. Many people nearing retirement turn to a library for help in planning their future. They seek information on such subjects as recreation, handling finances; health and other old age related problems. Some libraries make

space available for them to sit around and discuss their problems and interest. Some libraries make books in large print available to people with failing eye-sight. In special cases, some libraries send books and other material to them when they are unable to library premises.

People with disabilities all over the world are starved of ‘facilities and services. They are the least nourished, least educated and least employed. It is estimated that Hi.15 million of Indian children are affected by one or other disability and not even one percent of them go to school. They cannot aspire to a happy life unless they are well educated. Using the Americans with Disabilities Act. 1995 envisions providing free education to disabled children in a proper atmosphere. However, not much progress has been done in our nation in terms of integrating them into regular educational institutions, devising systems and programs for non-formal education, and establishing open schools and opera universities. Blind people are the most disadvantaged and are excluded from full participation in society as a result of their misfortune, which may be greatly reduced by expanding library services to them.

During her testimony before the US Congress Library Committee in 1930, Helen Keller said that "books are the eyes of the blind." They show us the wonders of the light-filled world; they keep us informed of what others are thinking and doing; and they help us forget our limits'. Keller's assertion on the value of reading to the blind is still relevant today, despite the increased availability of radio. Books for the sighted reflect the reader's personal experience, but books for the blind are an essential source of knowledge. Today's governments in many nations have taken up the role. Supplying the blind with information in the form of Braille books and talking books.

The act of creating and spreading these books is seen as a duty to the blind who are unable to read standard print due to a disability. Our country's Braille Press in Dehradun, which is owned by the Government of India, manufactures Braille publications, and our government has given permission to send these books by post for free. A lot of organizations also print Braille books. Some public libraries feature a large collection of Braille Books, dedicated reading rooms for the blind, and personnel who are trained to help blind readers in using Braille books and talking books. Hospital Libraries: Illness requires a person to visit a hospital, and while there as an inside patient, he is shut off from community life.

Public libraries with a sufficient budget and personnel devote part of their resources to providing a service to patients in hospitals. If a patient is admitted to a hospital for a longer amount of time, his forced separation from the community is exacerbated since he is otherwise authorized to read, necessitating the need for a substitution, and books may be the appropriate companion for the patient. He may lose himself in a book and forget about his condition for a while. Boredom is a severe hazard to healing during convalescence, and what greater blessing than a nice book to fit his reading taste? There is a chance that some public libraries will provide a hospital library service as part of their extension efforts. After recuperation, the patient becomes a frequent reader at the local library. In the event of a lengthy and challenging lines, hospital libraries should include well-chosen literature for mental rest or stimulation. Medical science places a high value on the patient's mental well-being, and books play a significant role in this regard.

A prison is a structure used to house people who are awaiting trial or who have been punished after conviction. While discipline must be administered in accordance with current regulations, a significant portion of the labor in jail should be remedial in character in order to improve the offenders. Making provisions for the prisoner to read literature reduces not just his boredom, but also his inclination to join hardened criminals. Forced to live apart from their relatives and friends in general, and from their usual job schedule in particular, they yearn for a normal way of life that they are unable to pursue. Books on how to reform them should be distributed. 'How-to' publications will help them transition back into society following their jail sentences. Tihar prison in Delhi features a library that is part of the Delhi Public Library system. The library, as a social institution, is primarily associated with people and, secondly, with books. People are the intended audience for library services, and the jail library will be an excellent social institution.Despite the fact that all of the services described in the Unit are highly desired but difficult to get, there should be particular areas where library administration should focus its efforts. Accessibility is critical in providing library services, which are dependent on a variety of circumstances. They include the physical position of the library in the community, the approach to the library.building, the library's opening hours, communications linkages, and the library's laws and regulations, all of which have a direct impact on the services.

CONCLUSION

Access to data, information, and knowledge is recognized as a crucial asset in a fast changing and highly competitive environment. These are only available in the public library. As a versatile educational organization, the library performs an important role. 'Recreation, knowledge, and culture.'

The circulation desk or loans desk, which is generally located at the main door of a library, is the major public service point. It offers lending services as well as the ability to return borrowed products. The circulation desk also handles material renewal and fine payment. They also contribute to the preservation of an accurate record of knowledge generated and gathered by previous generations. It would be impossible to promote research and human understanding or to maintain the world's accumulated knowledge and history for future generations in a world without libraries.

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CHAPTER 21

SOCIAL UTILITY METRICS FOR BIODIVERSITY DATA SOURCES IN SCIENTIFIC DATASETS

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ABSTRACT:

Social value measures may be helpful for analyzing the effect and usefulness of biodiversity data sources in scientific datasets. These metrics evaluate the social advantages and relevance of data sources by considering variables such as data accessibility, usability, and contribution to scientific knowledge and conservation activities.It investigates if the data contains a varied variety of species, ecosystems, and geographic locations, ensuring that it reflects a rich array of biodiversity. Greater data completeness increases the dataset's worth for numerous research and conservation reasons.

KEYWORDS:

Biodiversity Database, Biodiversity Dataset, Biodiversity Data, Over Time, Search Events.

INTRODUCTION

Scientific datasets are becoming more important to comprehend as a key component of current scientific communication. As with academic articles indexed in conventional citation databases like Web of Science, PubMed, or SCOPUS, full datasets are seldom erased from the database or archive. Their initial records are seldom changed or destroyed; nevertheless, datasets, particularly biodiversity databases, may be updated and expanded in quantity over time, as well as amended or reorganized. This quality is linked to the possibility of alteration, which may also be found in many Web-based texts. However, unlike references in academic articles that attribute influence or direct knowledge import from other publications, there are no universal rules for acknowledging scientific datasets across a wide range of fields [1].

As a result, none of the cited-based systems expressly consider scientific datasets as intended items for use in academic work. A task group was working on this topic for biodiversity data in order to offer suggestions for the foundation of a practical citation process. In addition, Ingwersen and Chavan established a set of Data Usage Index (DUI) metrics. Search events and dataset download occurrences were used as the primary markers for the development of a DUI. The DUI is also designed to give new insights on how academics utilize primary biodiversity data in a number of ways. The social use of primary biodiversity datasets has led to observations of their statistical characteristics as well as the development of a family of indicators and other derived significant measures, similar to scientometric analyses using rank distributions, time series, impact measures, and other calculations based on academic publications.The indicators are a kind of social utility metric that, like citations, ratings, or recommendations, may be used as

impact measurements in study assessment and as supporting relevance evidence for retrieval. The presentation begins by situating the biodiversity dataset indicators within the context of Infor metrics, as a subset of scientometric analysis and related with Webometrics. This is followed by examples of chosen rank distribution features of biodiversity datasets to see whether they are comparable to those seen in academic publications and papers, i.e. if they follow Bradford-like long-tail distributions. It is predicted that in such power-law-like scenarios, information management techniques similar to those used in repository management and libraries may be used to biodiversity datasets. A number of DUI indicators, including as Usage and Interest effect scores and relative data usage effect, will be emphasized and exhibited from this viewpoint. The lecture concludes with a short discussion of the implications of biodiversity dataset features for dataset administration, retrieval, and assessment[2].

Biodiversity Datasets in the Informetric Framework Figure 1 depicts a scientific communication system. It provides numerous critical components that may serve as reference points for the construction of scientometric indicators. They focus mostly on official research output, such as conference proceedings papers and journal articles, although monographic publications, working papers, and research reports are also significant. Patents represent other types of research output, each with its own database and indication system.

Researchers now have greater access to institutional repository articles as well as a growing collection of scientific datasets of all types. Datasets, in particular, are utilized and re-used to perform a wide range of analysis, including meta-analyses, benchmarking, bio geographic studies, genomics analyses, and so on. Datasets, like publications, may be evaluated for their qualities, such as the amount of entries, the objects or themes they index and describe, and authorship attributes. Biodiversity datasets are intriguing since they are accessible on the Web, sometimes in a standardized database configuration, yet they take a lot of labor to develop and are often indirectly recognized in the articles that depend on biodiversity databases.

As a result, the creation of the collection of DUI signs discussed below. Because biodiversity dataset indicators based on social use (on the web) are available through the web, one may argue that they belong to Webometrics, rather than the spectrum of so-called 'altmetrics' indicators. Webometric analyses are quantitative studies of the Internet, which include the use of web-based resources. 'Altmetrics' has recently been suggested as a subfield of Webometrics that focuses on the study of social media (on the Web) use such as Twitter, Facebook, blogs, and similar social networks. In most 'altmetric' investigations, the actual use population is unknown, as it is in many but not all webometric study domains, suggesting that the statistical features are difficult to monitor or regulate[3].

This is also true when using biodiversity datasets. The online analyst has no idea who is behind the searching machine, but the geographical region from which the search is conducted is known to the biodiversity dataset server. Furthermore, several aspects are generally known: the dataset provider's affiliation; the size of the dataset in question; and the themes and items covered by the dataset. Thus, Informetric studies of biodiversity datasets relate to Scientometrics, i.e. quantitative analyses of the scientific system employing Bibliometric approaches such as rank distributions, and interact with Webometrics since the datasets are accessible over the Web.

Whether or whether to utilize the concept 110 P. Ingwersen of 'altmetrics' or just webometrics for the analyses done is an open issue, which I will leave to the community as the initiator of Webometrics as a research topic.

The proposed DUI aimed to " dataset usage visible, providing deserved recognition of their creators, managers, and publishers, and to encourage biodiversity dataset publishers and users toIncrease the volume of high-quality data discovery, mobilization, and publishing and Further use of primary biodiversity data in scientific, conservation, and sustainable resource use" discuss the structure and possibilities of the GBIF. The GBIF data portal (http:// data.gbif.org.) was developed in 2001 and presently has over 400 million records released in more than 10,000 datasets by almost 500 data publishers, with the biggest data collection being more than 21 million entries (Figure.1).

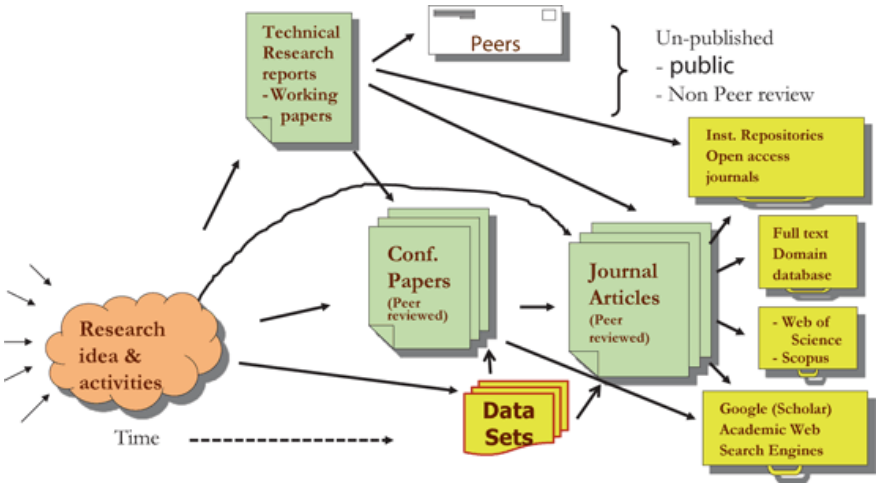

Figure 1: Diagram showing the overview of the biodiversity datasets (springer link).

The Data consumption Index (DUI) indicator was developed using data consumption records from the GBIF data portal. The logs include general use statistics on types of access and searches through IP addresses, as well as download events of datasets within the GBIF data portal's management. As a byproduct, the use logs give various rank distribution features that are readily available online for analysts through the GBIF Portal and associated datasets eventually via established dataset providers[4].

The provider was searched 5,704 times within the chosen time period, and users examined 207,622 records from the 36 accessible datasets, with an average search density of 36.4 records. The GBIF logs indicate that 42,923 records were downloaded from this volume through 538 download events (average download density=79.8 records).

Similar to how journal articles are spread throughout a published journal based on citations, GBIF mobilizing dataset records may be dispersed between datasets based on consumption (downloads) or searches. A Bradford distribution may be found for searched biodiversity dataset records distributed among datasets, analogous to articles vs. journals.

A Bradford rank distribution of journals is a Gini-index-like distribution of the power law form a; an; an2 —where a represents the number of journals publishing the upper tertile of articles (datasets producing the upper tertile of records, searches, or downloads) and n represents a constant specific to that scientific area (Garfield 1979; Moed 2005). Despite the fact that the number of datasets in the distribution is quite small (36) we can observe an approximation to a Bradford distribution for the searched records: the top-2 1/2 datasets alone cover the first tertile (69,207 records) of the total number of records (207,622). The next 6 1/2 datasets cover 74,086 records, around the second tertile. The last tertile is covered by the remaining 27 datasets. This corresponds to a =2.5 dataset; a n=2.53 (=7 1/2 datasets); and a n2=2.59 (=22 1/2 datasets). A Bradford distribution for a particular range of datasets suggests that a small number of datasets (2-3) represent a significant share (> 33%) of the total volume of records in the region covered by the range of datasets (as specified by the provider), followed by a long tail phenomena. In fact, the pattern displayed is steeper than a conventional Bradford distribution would predict[5].

Only 7 datasets (20%) covered more than two-thirds of the searched records in the DanBIF biodiversity collection (142,000 entries), on the right side. According to seven of the top ten datasets listed by search events (popularity) were also the sets with the most utilized records as searched and viewed by peer biodiversity researchers worldwide. The pattern may be tracked over time to ensure consistency. The DOF dataset was the most utilized set in terms of Searched Records during the monitored month in 2009, although it placed sixth in terms of Searching Event frequency, i.e. popularity. Furthermore, the DOF dataset has the greatest Search Density (105.5 records per search event). The equivalent rank distribution of search events over the 36 DanBIF datasets at the same time window, revealing a long tail distribution but with two datasets standing out as the most sought (popular).

They account for 38% of all events that occurred throughout the time (2184 search events out of a total of 5704 occurrences), on the right side. Data may be retrieved from various aspects of the GBIF data portal logs to build rank distributions, such as those associated with certain species or with frequent visitors getting access to specific dataset providers or datasets through IP addresses. These later distributions rank the best participants in certain regions or from specific providers, datasets, or species/taxa. Only the GBIF server employees may extract such data, although the distributions provided are freely accessible online. The GBIF data portal provides up-to-date listings of datasets and dataset publishers, organized alphabetically and including dataset name, Record Number, and an entry to the dataset event log, as part of its design. The lists and structured event logs for each dataset and provider may be readily downloaded and re-ranked or altered statistically offline[6].

According to a recent online analysis of the GBIF event log, the Danish Mycological Society currently holds 81,000 records, and the dataset was searched 250,001 times during the month of December 1-31, 2012, retrieving and viewing 5,234,732 records with a search density of 20.9 records per event (Biodiversity data: Danish Mycological Society, GBIF 2013). These numbers show the tremendous growth in utilization of the GBIF portal during a one-month period over three years; for a comparison.

IP addresses are used to obtain access to certain dataset providers or datasets. These later distributions rank the best participants in certain regions or from specific providers, datasets, or species/taxa. Only the GBIF server employees may extract such data, although the distributions provided are freely accessible online. The GBIF data portal provides up-to-date listings of datasets and dataset publishers, organized alphabetically and including dataset name, Record Number, and an entry to the dataset event log, as part of its design. The lists and structured event logs for each dataset and provider may be readily downloaded and re-ranked or altered statistically offline. According to a recent online analysis of the GBIF event log, the Danish Mycological Society (Row 1, Table 1) currently holds 81,000 records, and the dataset was searched 250,001 times during the month of December 1-31, 2012, retrieving and viewing 5,234,732 records with a search density of 20.9 records per event. These numbers show the tremendous growth in utilization of the GBIF portal during a one-month period over three years; for a comparison.

The Interest and Usage Impact variables, according to Ingwersen and Chavan, tell on the average number of times each record held by a dataset publisher has been searched or actively downloaded. A value higher than 1.0 in each measure indicates that, on average, all dataset records were searched or downloaded at least once during the study period. It shows the changes for a dataset provider like HUA for the full year 2009, with a minor drop in Usage Impact (from 3.1 to 2.8) and a significant rise in Interest Impact (from 8.9 to 28.3). In comparison, HUA's Usage and Interest Impact numbers for the most recent six-month period in 2013 were 7.4 and 2.4, respectively1.

The Usage Impact has grown significantly, whereas the Interest Impact has decreased drastically. According to the Usage Balance and Ratio scores, this is attributable to a significant rise in downloads and much less searching and watching activity during the latter time[7]. Table 2 shows that, in addition to the DUI indications, the event logs may yield data on the most popular items, i.e., the species in the dataset that are most searched and seen during the given study period. Such information defines the utilization profile for a certain dataset, and changes may be tracked over time. These absolute DUI measurements may be converted into relative indicators, for example, by linking single datasets to their provider's cumulated characteristics or linking numerous providers to the national aggregate for specific indicators. Thus, the HUA Usage Impact Factor for 2009b in comparison to Denmark (U-IF/DK) is 2.77/0.32=8.65. DanBIF's comparable U-IF is 0.53.

The talk highlights the viability of developing a system for academic crediting of dataset creation, search, and use. The Dataset Usage Index is a first step toward such a dataset management system. The DUI is relevant because of the rank distribution qualities, which, among other things, match the pattern of power laws in closeness to Bradford distributions. Furthermore, the distributions allow for the identification of the most popular or socially appealing datasets, providers, or species over time, and the use of such evidence in dataset management choices as well as retrieval. The latter viewpoint includes sorts of recommendation systems that are routinely used in various types of social media. Biodiversity databases, as well as other scientific datasets, may be seen as specific types of cooperative filtering information

systems due to their utilization dimension. Furthermore, a set of absolute and relative use indicators has been developed and shown. Biodiversity databases and records seem to share certain similarities with journals and papers published in such publications. It is quite probable that information management characteristics shown to be acceptable for academic publications and journal articles in repositories and libraries will also be beneficial for biodiversity and other scientific datasets. Similarly, a DUI is likely to be a useful supplement to traditional citation-based research monitoring, particularly for institutional evaluations, because biodiversity datasets represent a significant workload that is not otherwise visible in traditional research monitoring schemes[8].

DISCUSSION

Scientific datasets are becoming more important to comprehend as a core component of the current scientific communication process, with the possibility for change being evident in many Web-based materials. However, unlike references in academic articles that attribute influence or direct knowledge import from other publications, there are no universal rules for acknowledging scientific datasets across a wide range of fields. As a result, none of the cited-based systems expressly consider scientific datasets as intended items for use in academic work.

A task group was working on this topic for biodiversity data in order to offer suggestions for the foundation of a functional citation process. A set of Data Usage Index (DUI) indicators has also been established. Search events and dataset download occurrences were used as the primary markers for the development of a DUI. The DUI is also designed to give new insights on how academics utilize primary biodiversity data in a number of ways. The social use of primary biodiversity datasets has led to observations of their statistical characteristics as well as the development of a family of indicators and other derived significant measures, similar to scientometric analyses using rank distributions, time series, impact measures, and other calculations based on academic publications[9].

The indicators are a kind of social utility statistic that, like citations, ratings, or recommendations, may be used as impact measurements in study assessment and as supporting relevance evidence for retrieval purposes. As with academic articles indexed in conventional citation databases like Web of Science, PubMed, or SCOPUS, full datasets are seldom erased from the database or archive. Their initial records are seldom changed or destroyed; nevertheless, datasets, particularly biodiversity databases, may be updated and expanded in quantity over time, as well as amended or reorganized.

The presentation begins by situating the biodiversity dataset indicators within the context of Informetrics, as a subset of scientometric analysis and related with Webometrics. This is followed by examples of chosen rank distribution features of biodiversity datasets to see whether they are comparable to those seen in academic publications and papers, i.e. if they follow Bradford-like long-tail distributions. It is predicted that in such power-law-like scenarios, information management techniques similar to those used in repository management and libraries may be used to biodiversity datasets. Furthermore, such statistical features may lead to beneficial social utility-based study monitoring indicators. A number of DUI indicators,

including as Usage and Interest effect scores and relative data usage effect, will be emphasized and exhibited from this viewpoint. The lecture concludes with a short discussion of the implications of biodiversity dataset features for dataset administration, retrieval, and assessment.

CONCLUSION

Considerations include joint data gathering activities, public awareness campaigns, and community participation possibilities. Increased stakeholder participation increases the dataset's social effect and value. These social utility measures may give a thorough evaluation of biodiversity data sources in scientific databases, assisting in determining their worth, effect, and relevance. It should be noted that the particular criteria and weightings may differ based on the environment, aims, and stakeholders engaged in the review process.

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CHAPTER 22

LIBRARIANSHIP IS AN IMPORTANT CAREER

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ABSTRACT:

Librarianship entails gathering, organizing, conserving, and distributing information to people who need it. Librarians assist their constituents in locating and using information housed in a collection of diverse types, sizes, and resources to suit both individual needs and an organization's strategic objectives.Librarians study the curriculum, acquire materials to support the themes, and collaborate to utilize books and technology tools to promote subject knowledge or learner profiles, or to conduct classes to reinforce approaches to learning, including research skills.

KEYWORDS:

Library Information, Library Science, Librarianship Evolved, Librarianship Profession, United Kingdom.

INTRODUCTION

The field of library and information science (LIS) is a noble one. The BLIS Program prepares students for entry into the profession. Anyone joining the profession should be familiar with its qualities. Students would be better able to execute their tasks as young professionals if they were aware of their professional duties, functions, and obligations. This Unit defines and describes the definition and qualities of a profession. It distinguishes between three similar concepts: "occupation," "vocation," and "profession." In addition, the Unit briefly discusses the history and advances in the LIS profession[1].

A profession is an action or group of activities that constitutes a vocation. A vocation is defined as an activity for which the performer has a legal and moral right to be fairly compensated, regardless of whether he works for a company or is self-employed. A profession is a specialized career or vocation distinguished by intense study and training in a particular area of knowledge with the intention to apply and serve mankind. There were only three professions in classical times: divinity, medicine, and law. Historically, the term "profession" signified an admission or statement, and it related to a clerics or monk's promise or oath. It was later related with the Hippocratic Oath taken by physicians and a similar one taken by barristers. And the phrase was afterwards connected with all of the activities of a religious monk, a physician, or a lawyer Butler (1951).

These traditional occupations were followed by Dentistry, Civil Engineering, Logistics, Architecture, and Accounting. With the advent of technology and occupational specialization in the nineteenth century, other organizations, such as universities, started to claim professional status, for example. Pharmacy, Logistics, Veterinary Medicine, Nursing, Teaching,

Librarianship, Optometry, and Social Work are some of the professions available. By 1900, all of these may be considered professions. As a result, new professions, such as librarianship, developed in importance and authority. Every profession attempts to convince the society to recognize its authority in specific domains by bestowing a succession of rights and privileges onto it. It receives respect from society in the form of social approval. The profession is recognized because of the knowledge it has that is valuable to society[2].

Various schools of thought have interpreted the word 'profession' differently. Some of the often-used definitions are explained further below. According to the Oxford English Dictionary, "professions involve the application of specialized knowledge of a subject, field, or science to fee-paying clientele." In other words, the professional provides a service to society based on her/his specialized knowledge and skills and is compensated for it. A profession is defined as "a calling requiring specialized knowledge and often long and intensive academic preparation" by Merriam-Webster Online Dictionary. The definition states that proper education must be provided in order to prepare professionals. It also emphasizes the need of in-depth and complete education. A comprehensive professional preparation will allow her/him to assist society. According to the Dictionary of the Social Sciences, "the term profession denotes occupations which demand highly specialized knowledge and skill acquired at least in part by courses of a more or less theoretical nature and not by practice alone, tested by some form of examination either at a university or some other authorized institution, and conveying to the persons who possess them considerable authority in relation to 'clients'."

The definition distinguishes a profession from an occupation once again by stating that a professional has theoretical knowledge obtained via a specialized curriculum at a higher level. The practice is built on solid theoretical understanding. It enables the person to confidently practice, update, and develop with the passage of time. Professionals with full engagement in and dedication to persons who receive services are expected to have expertise. Professionalism is defined by the Oxford Dictionary as the competence or skill that is required of a professional. According to Ward (2004), professionalism is about individual patterns of behavior that demand respect and develop trust. It is about service excellence as assessed by recognized criteria. It is about providing services or trying to satisfy the requirements and expectations of customers. As a result, professionalism necessitates a laser-like concentration on a single purpose. A professional must be self-assured, competent, and driven. He or she is supposed to be responsible, accountable, and dedicated to the profession.

The synonyms vocation, occupation, employment, and business are all used interchangeably with the term profession. A profession, on the other hand, has different characteristics that distinguish it from a vocation and an employment. Occupation relates to one's source of income, with occupation being the most general lowermost on the pyramid, followed by vocation and finally profession. A vocation is an activity that necessitates the development of practical skills on the part of the person. A career, on the other hand, needs both theoretical and practical knowledge. To illustrate, the work of an electrician is a vocation, but that of an electrical engineer is a profession. Theoretical knowledge enables a professional to understand the rationale behind the

practical activities that he or she does. It permits her/him to alter the path of her/his activities in response to changing conditions.

In reality, the LIS profession was first seen as a vocation, and some individuals still feel so. As a result, the language is further clarified here to provide clarity and to support the professional standing of LIS. Let's have a look at some similar phrases that are related yet have different meanings. Occupation: Merriam-Webster Online Dictionary defines occupation as "an activity in which one engages" or "the main business of one's life." It entails some form of regular task - physical or academic - and requires certain or no abilities. As a result, the terms "vocation" and "occupation" are somewhat interchangeable, with "vocation" implying more schooling or experience. Profession, on the other hand, is often associated with highly educated occupations such as medicine and law[3].

Several authors undertook a more thorough examination and found particular aspects that go to characterize a career. Greenwood highlighted the following as distinct components of a vocation. A systematic theory that delineates and supports the skills that characterize the profession. A level of authority that results from extensive education in the systematic theory. Community sanction and approval of this authority as expressed in conferring on the profession powers such as accreditation, formulation of performance standards, and establishment of rules for admission into the profession. A code of ethics that regulates professional relationships. According to Martin, a profession must have the following characteristics. The client's and the public's interests must take precedence over the practitioner's immediate interests; According to Ganesh Bhattacharya, the term profession refers to a calling that requires specialized knowledge and often long and intensive preparation, including learning of skills and methods as well as the scientific, historical, or scholarly principles underlying such skills and methods.

To summarize, a profession has a philosophy and theory that provides it with a solid academic foundation. The discipline's research should constantly contribute to the body of knowledge. Professionalism should be founded on a critical mass of specialized knowledge. To be labeled a professional, one must have completed a challenging program at the higher education level. The information and abilities should be utilized to benefit society, which should be the professional's priority. It gives professionals in the society prominence and recognition. Another key part of any career that professionals must practice in order to provide selfless service is ethics. It should have an organization that assists a profession's progress and serves as a contact with society.

In today's culture, librarianship is a separate and respected career. It is involved in public service and contributes significantly to national growth. Librarianship is now known as the "Library and Information Profession" because the notion of librarianship has evolved in response to society's increasing information requirements. LIS is not a Profession For a long time, it was debatable whether librarianship constituted a profession. It is supposed to exist between a career and a vocation, according to one viewpoint. Medical and legal professions are old and as acknowledged as professions from time immemorial, but this is not the case with librarianship. Social scientists have expressed varying views on librarianship as a vocation. Some people disagree with the professionalism of library services [4].

Lancour rejects librarianship as a career for the following reasons. It is not sanctioned by the community. The services of librarians are not as essential as those of physicians. When called upon for service, the majority of library staff, both professionals and non-professionals, hide behind the shelves. They are unable to boldly serve society in order to earn their reputation. They have no actual power over the customers. "The profession of librarianship has not been included in the long list of professions, even in the International Encyclopedia of Social Science," Sills (1968) stated. A librarian preserves humanity's cultural and intellectual history and functions as a communication agent from information production to the point of usage. His services are critical in the information transmission chain.

Many social and information scientists, including Melvil Dewey, Butler, Greenwood, Schaffer, and others, agreed with this viewpoint and attempted to demonstrate that librarianship is a profession since it has many characteristics of one. Librarians have adopted professional standing as a goal based on the following characteristics, according to Robert D Leigh. "They are identified with knowledge, which is prime service of occupational prestige in our society. They are service oriented rather than self-interested, at least in some ways." Library and information professionals are members of professional associations (both state and national) and are educated at professional institutions affiliated with universities. They have a code of ethics."

According to M.A.Gopinath, the development of the LIS profession has three main phases. Before the middle of the nineteenth century, libraries were held by monarchs, noblemen, and monasteries. Only monasteries were interested in the communal use of librarian-managed libraries. The libraries of Nalanda and Taxila Universities are from that era in India. During this time period, libraries were characterized as collections with restricted access. The books were cherished items due to the wealth of information they represented as well as the labor required in their creation. Vocational Period Librarianship was born in the following century. Public libraries were established in the United Kingdom and the United States in the nineteenth century and were operated by volunteers.

This resulted in the birth of a new profession, librarianship, which encompassed the skill of book selection, categorization, cataloguing, and reference service. Later, programs to train librarians were developed. As a consequence of the specialization, librarianship is now regarded as a "skilled occupation." Over time, librarianship evolved from a passion to a profession with a body of knowledge, regulations, principles, and strategies for processing information and servicing users. The use of the scientific method to librarianship established it as a profession. Despite the passage of six decades, a segment of society continues to argue whether librarianship is a profession or not. Librarianship as an employment: During the Mesopotamian and Babylonian civilisations, librarianship arose as an employment. Librarians were in charge of libraries at Alexandria, Taxila, Nalanda, and Rome[5]. Librarians worked in libraries run by monarchs and monks. As a result, the profession evolved into a vocation or job. Librarianship as a Career: During the Middle Ages, more and more libraries were constructed and supervised by academics. Initially, they acquired particular talents for retaining organizational information and remembering it when needed by users. Many of these abilities were developed by trial and error, with no scientific basis. At the time, librarianship was seen as a vocation rather than a career.

Librarianship as a Profession: Knowledge creation surged with the industrial revolution and the universalization of schooling. Academic institutions saw libraries as hubs of knowledge activity.

The foundation of the British Museum in London, the Bibliotheca Nationale in Paris, and the Library of Congress in Washington, D.C. spurred the development of public libraries and other kinds of libraries. The Public Library Act, which was adopted in the United Kingdom, also helped to improve the situation. As the number of libraries and librarians increased, organisations were formed in the United States (American Library Association) and the United Kingdom (Library Association). Universities provided library science courses as graduate or postgraduate programs. When rules such as Cutter's 'Rules for a Dictionary Catalogue' and 'Dewey Decimal Classification' were devised to ensure standards in the technical parts of librarianship, library science gained its own knowledge base. Thus, librarianship evolved from a vocation to a career. The discovery of writing and medium for recording collected knowledge resulted in the ability to preserve recorded information for reference beyond the boundaries of place and time. The development of paper and printing expanded the possibilities in this field.

Librarianship is one of the many occupations that emerged throughout the twentieth century. The library has dutifully formalised the process of communication through print, non-print, and electronic media, as well as informal contact via invisible colleges. Simply said, a library is a communication channel, and a librarian is a communication mediator. Librarianship is developed as a science (body of knowledge) as well as an art (skills). The LIS profession's slogan is "meet the needs and demands of users." However, the sources are shifting from print to digital, and the services are shifting from conventional reference services to internet-based services for online access. Today, librarianship plays an even more important role in raising awareness among members of society and assisting them in adapting to changes in the information environment. What is the difference between librarianship and library science? The basic goal of the LIS profession is to give rapid access to information relevant to user requests, resulting in customer satisfaction. As a result, it is a service. Keeping this fundamental goal in mind, several LIS scientists describe the LIS profession (librarianship) in various ways[6].

It is, in essence, the science and art of administering libraries. According to the fifth edition of Harrod's Librarians' Glossary, library science is "a generic term for the study of libraries and information units, the role they play in society, their various component routines and processes, and their history and future development." In the United States, library science is used instead of librarianship, which is utilized in the United Kingdom." R.L. Mittal defines librarianship as "a noble and service-oriented profession that encourages all types of reading and education." P.N. Kaula defines librarianship as "a body of techniques evolved from certain ad hoc assumptions about how people use books." Danton defines librarianship as "that branch of learning which has to do with the recognition, collection, organization, preservation, and utilization of graphic and printed materials."

DISCUSSION

Over time, there has been a significant shift in the thought and practice of the library profession. To become a knowledge organizer and information transmitter, the custodial librarian had to

mature. It is self-evident that libraries and civilization are inextricably linked. The notion of librarianship has evolved in response to societal needs and the perplexing rise of communication technology. The whole history of librarianship reveals several major monuments with distinct eras. The "custodianship of knowledge resources" was the earliest phase of librarianship. It progressed to the modern jobs of "knowledge manager" and "digital librarian" from there.

The library, like other social institutions, is influenced by movements and changes in the society surrounding it. The media revolution, computer and communication technologies, changing user behavior, and increased social responsibility of libraries have all had a significant influence on the LIS profession. The current librarian has been given additional duties such as managing information networks, doing internet searches, managing digital preservation, and developing digital libraries. In today's information age, the career is more active and meaningful. A librarian serves as a counselor, translator, and mediator for the information requirements of users. Thus, the task of today's information professional seems to be considerably different and more difficult in both forms and formats than in the past. As a result, the LIS profession is establishing a new identity.

Webmasters, network administrators/managers, information literacy providers, information facilitators, and other titles have been given to LIS professionals. The following sections describe the phases in the development of the LIS profession. Custodians guard culture, protect creativity, and defend the future. Previously, their responsibility was to preserve the books intact rather than allowing them to move freely among readers. As a result, the early librarians were only guardians / keepers of recorded information and culture[7].

Librarian With the development of printing in the 15th century, the protective role of libraries became obsolete. The librarian's role evolved from "custodian of books" to information / knowledge collection manager. The mindset shifted; library resources were to be put to use, and it was thought that books should be circulated to improve knowledge use. As a result, lending books became the primary role of the library throughout the twentieth century. It was also discovered that the value of library resources is determined by the abilities and expertise of those who administer, run, and manage the library. As a result, it was considered that a human agent, the librarian, was required to give personal support to users in giving pertinent information and aiding them in its use. As a result, conventional librarianship began to move from material handling to information handling.

In this process of knowledge transmission, the librarian served as a bridge between the originator (author) and the end consumer. With the increasing proliferation of information known as "information explosion" and the rising demand for the same, the necessity of librarianship has been recognized among individuals in society. Because of significant development in book collection and greater focus on 'use' of library resources, the librarian's duties altered dramatically throughout the postwar era. The volume of literature written in every field increased at an exponential rate. Furthermore, secondary source growth and output have expanded dramatically. As a result, it became very difficult to extract precise information from this vast amount of data. Because the needs of information seekers vary, information is processed, saved, and distributed in accordance with the users' individual requirements.

During the process, specialized services such as documentation, current awareness, selective information distribution, and translation, among others, are offered. As technology advanced, customers wanted precise information to be collected from many sources and delivered to them. This gave rise to the notion of library documentation activities. As specialization increased, the position of documentation officer in libraries was created. Documentation centers have been established to fulfill the needs of specialized users in research organizations. The documentarist's role is to gather, organize, and distribute material from books, monographs, serial publications, and non-print sources, and to deliver information that is targeted and specific to the needs of the consumers.

To meet the specialized requirements of users, documentation centers provide bibliographical, information consolidation, and digest services. The documentation officer must be familiar with the subject/area of interest of her/his users. He or she should keep up to speed on current advancements in the sector. He or she should be fluent in the language and have strong summarizing abilities, among other things. Technology has made it possible to deliver these services in a more effective and efficient manner.

It is the library's obligation to amass a collection of information in preparation of future need. Because of the growing significance of information, libraries have evolved into library and information centers. The role of an information scientist is to identify unique user groups and offer appropriate information services, such as giving access to a virtual collection through a website at any time and from any location. As the usage of information grows in society, so does the significance of libraries and information centers. This necessitates the use of specialized talents in information professionals in order to produce, acquire, disseminate, and integrate information on behalf of customers. The rapid and dramatic expansion of information has significantly altered the function of libraries and information centers[8].

As a result, the shift in librarianship's goal has important implications for the library's profile in the twenty-first century. In this new context, library networks play an important part in the development of global information networking. As a result, the scope of the library broadens, and the information specialist functions as a disseminator of digital knowledge rather than a curator of information. Furthermore, the transformation of the information society into the knowledge society has raised the complexity of information accessibility, trustworthiness, and dependability. With the introduction of the internet, books and periodicals that were formerly housed on library shelves in conventional libraries are now housed on virtual shelves in electronic libraries, allowing all users virtually seamless remote access to knowledge. This prepared the path for the notions of 'digital library' and 'digital librarian' to arise.

Digital libraries are electronic libraries in which all collections in full text exist in digital form and are accessible through networks. The objective of digital libraries is to develop novel techniques to resource acquisition, storage and preservation, categorization and cataloguing, and extensive use of electronic systems and networks. As a result, the digital librarian's current position extends his services well beyond physical borders. They offer novel resources and services, and play a vital role as digital librarians in linking ancient visual records to machine readable formats, as well as creating new text, graphics, sounds, and multimedia records. They

include all memory institutions such as libraries, archives, and museums. As a result, they have evolved from the old brand of information gatekeepers to information gateways and information skill creators. Swarupanandan (1995) believed that the "change from the information custodian to the information salesman passing through the information transmitter indicates the growth of the information industry on the one hand and the proliferation of professional arenas on the other" in this transition scenario.

LIS specialists are often engaged in the gathering, processing, organization, and maintenance of documents in a library, as well as offering different sorts of information services based on these documents and their expertise. In certain circumstances, such as a tiny library, all of these tasks are carried out by a single person. In other circumstances, a person may be active in just one task, such as cataloguing. These individuals are often taught via organizations such as colleges and associations and are compensated for the duties they undertake. Many libraries in our nation are administered by unskilled individuals.

These individuals do not, by definition, fit under the category of library professional. Accountants, administrative workers, and class four employees such as security guards and cleaners are also not considered library professionals. Binders, cameramen for microfilming, and photocopy operators are also excluded from this group. Library administrators, classifiers, indexers, cataloguers, reference librarians, classificationists, library and information science lecturers, and thesaurus builders are examples of library professions. In this category, we may also add librametrician, bibliometrician, and bibliographer. Library professionals may also be classified based on the institution they work for, such as school librarians, college librarians, and university librarians. Categorization by topic is also feasible, for example, medical librarian, legal librarian, and so on. Many of these personnel's roles are familiar to you. As a result, we will discuss them briefly in this Unit. A librarian is the person in charge of a library. He or she is also known as the library manager at times.

A library administrator is in charge of running a library. The leader of a library is commonly referred to as the chief librarian, while his or her subordinates are referred to as deputy librarians, assistant librarians, and so on. He or she may be referred to as a librarian, a library manager, or a director. He/she has competence in the planning, organization, and administration of different library activities and services and is regarded as a valuable source of information in these areas. A classifier is someone who categorizes books using a certain method, such as the Dewey decimal classification[9].

The classifier must first determine the topic of the book before categorizing it. He or she must read the title, contents, and occasionally even the text and index of the book for this purpose. Aside from that, he/she would often examine reference books such as dictionaries, encyclopaedias, gazetteers, and who's who. This technique assists him/her in gradually learning the geography and implications of a variety of disciplines. A broad library classifier progressively gains expertise in almost all areas. While classifying, he or she may come across books on themes that are not on the categorization schedule, indicating that the subject is new. As a result, the classifier is aware of a new topic long before it appears in a categorization system, lexicon, or encyclopaedia.

He/she also learns about the term for the new topic. As a result, a classifier understands more about new books on new themes than others since he or she needs to spend more time on the book when selecting its class number. Needless to say, this procedure assists him/her in remembering the book for a long time and transforms him/her into an excellent source of information about books available in the library, the topics in which the library excels and excels, and so on.

As we all know, a cataloguer is someone who catalogs documents using a catalogue code or a set of cataloguing criteria. A cataloguer compiles information on the book's title, author, collaborator, edition, imprint, collation, ISBN, price, and so on during cataloguing. He/she also gets information on the book's topic, generally from the class number. A cataloguer eventually learns about the writers authoring books, the topics in which the library is growing strong or weak, the publishers recognized for releasing books in certain disciplines, and so on. In these cases, the cataloguer might be a valuable source of information.

A classificationist is someone who creates and implements a classification system based on good principles. Melvil Dewey, S R Ranganathan, and H E Bliss, for example, were all classificationists. General classificationists and specialty classificationists exist. A universal classificationist creates a classification system that encompasses all disciplines. A professional classificationist, on the other hand, creates a system on a certain topic, such as education. A classificationist is an expert not only in classification principles, but also in epistemology. He/she examines the genesis, nature, growth, proliferation, and boundaries of human knowledge; conducts study on how a new topic emerges, proliferates into branches and sub-branches, and decays. They also investigate the connections between diverse disciplines. Their skill also includes knowledge structuring and fitting every component of knowledge into that framework. They are important sources of information on several elements of categorization and knowledge due to their expertise in all of these areas.

For a long time, many sorts of indexes have been supplied in papers to help people find information by utilizing the author's name, the title of the document, a key phrase, a geographical name, a chemical formula, and so on. With the development of computers, computer-aided topic indexes such as KWIC, KWAC, and KWOC emerged, needing little human intervention. An indexer creates indexes using concepts, rules, and tools. Standard lists of topic headings, thesauri, and so on are being produced and updated on a regular basis to assist indexers. PRECIS, POPSI, and Chain Indexing are examples of indexing systems that have developed. Indexing is not always a straightforward task. Subject expertise is required while creating certain indexes, such as the formula index in chemistry[10].

An indexer who has been consistently indexing for years understands how a topic develops, spreads into its different branches, and forms connections with other subjects. He or she also learns how to compile and browse indexes, as well as how to use indexing tools such as the Library of Congress List of Subject Headings. Engineering and Scientific Terms Thesaurus, etc. Such professionals are quite helpful in offering expert indexing guidance and fixing different indexing challenges.

Throughout the BLIS degree, you have learned about the traits, qualifications, experience, and work needs of a reference librarian. We are not focusing on these qualities of a reference librarian here, but rather on the function he or she serves as a valuable information source. In order to meet customer demand, a reference librarian must examine more books and papers than other library workers. During this process, he or she gains greater information about the contents of books stored in a library and is able to supply solutions to questions from previously inconceivable sources. A few real-life examples are provided to demonstrate this idea. B S Kesavan, the then-Director of INSDOC (now NISCAIR), was looking for the address of an Australian librarian in the mid-1960s. The internet was non-existent back then.

The solution was not provided by Who's Who. One of the National Science Library's very young reference staff members looked up information in the Australian Library Journal! In the early 1980s, the National Science Library in New Delhi received an enquiry about the definition of 'tribology' from an engineering college. The term was absent from all conceivable reference sources, including the most recent dictionaries. It was assumed that the name was originated from the word "tribes." But the inquirer pointed out that he/she understood nothing about tribes and that it was an engineering problem. Finally, one of the Library's senior staff members extracted information about new books from a booklist. The publication documented a conference session on the topic in which the definition of tribology was provided. The term refers to the science and technology of friction! These examples demonstrate that a reference librarian should be well-read and well-informed, with a good understanding of information sources.

Library and Information Science Instructor You've all seen library and information science instructors. They attend library and information science coursework and many of them mentor research students. They also write textbooks, course materials, and other things. A library and information science teacher in our nation often teaches more than one topic. However, specialism is creeping in. Nowadays, it is possible that all library and information science professors are unable to teach bibliometrics or computer applications[11].

Those disciplines are only taught by specialists. A teacher is not only an expert in the topic he or she teaches, but also skilled in different teaching techniques and courses and curricula offered by various colleges and organizations. Many professors recommend study subjects to their pupils. Some international institutions, such as U.S. A instructor at the University of Malaya announces in advance the study subjects on which he or she will lead students as they complete their project work. A student has a great option to choose the subject of his or her choosing here.

A thesaurus designer is someone who creates thesauruses. This is a new professional group that formed some decades ago, particularly with the introduction of computers in the area of library and information science. Thesauri produced for information retrieval are not the same as Roget's Thesaurus. Thesaurus design and building need specialized understanding of thesaurus construction as well as knowledge of the topic for which the thesaurus is built. A thesaurus is very useful for determining descriptors for the thought content of a certain paper and retrieving it from a computerized database. A thesaurus constructor is familiar with all of the basic concepts and procedures of thesaurus creation and can therefore help or advise others on thesaurus

construction.One of the most significant library operations is the compilation of bibliographies. Many libraries across the globe, particularly special libraries, provide bibliographical services to their patrons. A student must construct bibliographies or hunt for pre-existing bibliographies on a topic when creating a project report or doing research. A bibliography compilation is a fascinating work that allows the compiler to sift through different sources, some of which may be unique, uncommon, or completely new. Thus, the process of generating a bibliography educates the compiler on the many kinds of information sources accessible on a certain subject, as well as the technique of compilation.

A librametrician is a librametrics specialist. S R Ranganathan created the term 'librametrics' in 1949. Later, A Neelameghan expanded on its extent. Librametrics is the measurement of library activities, library collections, staff, buildings, furniture, and so on. Librametric research often include mathematical and statistical applications. Librametricians are information sources for quantitative examinations of diverse library items and activities. Bibliometrician A bibliometrician is a bibliometrics specialist. Bibliometrics, like librametrics, deals with measuring or quantification and uses mathematical and statistical methodologies, despite the fact that it was began more than a century ago. The papers and their contents are the objects of measurement in this situation. Bibliometricians investigate the development of literature in a subject, the dispersion of literature in a subject in different forms of documents, the ranking of journals from various viewpoints, the ranking of authors of a subject based on their production, the active life of literature, obsolescence, and other topics. They can readily determine the amount to which different sorts of documents are used in a library, the library's weak and strong regions in terms of collection, the pace of expansion of a library, and so on[12].

Bibliometric research has grown in popularity in our nation. Every year, a large number of articles are published in India. Bibliometricians can answer many questions about the ranking of periodicals in the world, significant contributions made by a country, the rate of growth of a country's literature, the use of journals and other documents in a library, and various indicators of periodicals such as impact factor, immediacy index, and so on.

With the introduction of the Internet came the concept of content creation. It entails creating, developing, and deploying material in cyberspace. Text, voice, graphics, animation, and interactivity are all common components. If you want to create a website for your institution, you must first consider the website's content, or the information you wish to provide on the website. Normally, you would include the following information about your institution: name, postal address, telephone number, telegraphic code, e-mail address, fax number, year of foundation, name of the institution's head, names of various divisions and their respective heads, history, objectives, functions, achievements, special facilities available, library and the services it provides, and publications.

The textual substance pertaining to all of this must be authored by someone and verified by the head or someone selected by him/her. You may want to make your website more visually appealing. As a result, you must also decide on the color of the different elements of the text. You must also decide on the format, font kinds, and font size for the headers and other elements of the article. You may add images of your institution, different sections, key individuals, and so

on. You will prepare the text by taking care of all of these details. You may put some talks with the sound if you wish. Some elements of the webpage may be animated.

There may also be opportunities for engagement. The user who has seen your website may be asked to sign and provide feedback on it. Many people may provide their thoughts and comments on how to enhance your website. The role of a content developer has been briefly outlined above. There are specialized courses on content production that one may take to get the necessary expertise[11]. A content developer is often a computer Librarianship as a Profession specialist who is well-versed in the software programs available for content production. 'Content Development' has been included as one of the courses in several LIS curricula. A content developer also serves as an information source for clients, since he or she may provide advice on numerous aspects of content production.

CONCLUSION

They may employ you as a university/college librarian and Head of the Library Department. Marketing, online content management and design, knowledge management, database development, reference tool development, information systems, publishing, and Internet coordination are some of the business industries you might work in.Working as a librarian allows you to broaden your knowledge in a variety of subjects, making it a perfect job for anybody who enjoys studying. Also, librarians get to meet and assist a lot of people, making it an excellent career option if you like social connection.A passion for information discovery, preservation, and education.

Willing to expose individuals with diverse value and belief systems to information representing many points of view. Believe passionately in the First Amendment rights to free speech and the press.

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CHAPTER 23

PROFESSIONAL ASSOCIATION'S ROLE IN THE LIBRARY

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ABSTRACT:

A professional association is a collection of people who work in the same business or vocational sector. These organizations give its members with essential industry insights, news, learning, and networking opportunities.Library associations are professional organizations of educated people that create a spirit of public service among their members, promote library services, safeguard their members' interests, and improve the image of the library profession in society.Professional organizations give value on three levels: to the profession as a whole, to your company, and to you individually. Each of them, in turn, corresponds to frequently acknowledged characteristics of a professional association: networking, education, and career growth.

KEYWORDS:

American library, Information science, Library association, Library information, Special library.

INTRODUCTION

You have gained a strong understanding of the historical views of libraries, library growth in contemporary society, kinds of libraries and their roles, user categories and information demands, and so on. You would have uncovered an underlying unity of aim in all of these areas, namely to offer a strong library and information service. This fundamental approach has brought together all those working in libraries and information/documentation centers to join organizations in order to concentrate attention on their shared goals. Library associations are scholarly organizations. They foster the growth of a country's library movement.

They work hard to improve library and information services. In this process, library organizations work to enhance the profession and its members. Professional organizations are formed by, for, and by professionals in the subjects involved. Librarians, library employees, library science instructors, library consumers, and library organizations, for example. A single individual or institution cannot reasonably cope with larger and more complex matters of professional concern. Collective action by concerned parties is required. Professional organizations provide as a venue for coordinated efforts in this regard. Professional planning, forethought, comprehension, and engagement are required for library development[1].

Library organizations handle these concerns more effectively than individual institutions. As a consequence, professional solidarity is required to work for a single purpose and accomplish outcomes. The power and efficiency of professional groups, in reality, reflect this togetherness. If library organizations fulfill their roles correctly, they may aid in the expansion of the public library movement in a nation and assure improved library service. They do, in fact, help to define

conceptions of libraries and library and information services, as well as provide relevant suggestions to the proper parties.

Library associations usually undertake all or some of the programmes and activities mentioned below, depending-upon their stage of development. These organizations connect with conceived governments on a regular basis, using every possible chance for the sound growth of the country's library system. These responsibilities are carried out through advising, representing, and assisting in the writing of legislation, policy statements, guidelines, and so on. Conferences are organized to provide chances for library professionals to connect, talk, and share information, ideas, experiences, and skills. Library promotion includes organizing library weeks, exhibits, book fairs, and contests to raise library awareness and reading and studying habits among the public. Service conditions Taking up with managements at all levels, using appropriate means, issues relating to the improvement of salary grades, service conditions, and the status of library professionals. Library associations also assist in the recruitment of library personnel: They develop codes of ethics for library professionals in order to maintain high values in conduct and service[2].

Education provides training courses to enhance university education in library and information science, as well as continuing education programs for working professionals. Serving as an accrediting agency to ensure that suitable standards in library and information science education are maintained. Creating honors and incentives to acknowledge exceptional achievement by library workers and library systems. Library organizations provide professional literature such as a regular magazine and a newsletter, as well as ad hoc publications such as proceedings, directories, catalogues, bibliographies, course manuals, textbooks, reference volumes, and so on.

Standards, services, and research Developing standards, guidelines, regulations, and manuals for practices, processes, methods, tools, and equipment as a step toward strengthening library collaboration. Taking on bibliographical work on their own and on contract. Providing advising and consulting services. Conducting research surveys of library facilities and services, user needs, learning and reading habits, book creation, and so on in order to discover strengths and shortcomings in order to enhance the system. Collaboration with international and national groups from other nations with comparable goals. Maintaining contact with the book and publishing businesses to address shared issues in library acquisitions.

The fact that many states have yet to pass library law demonstrates that our library organizations have been ineffective. However, there is room for improvement in the operation and effectiveness of our library associations. The following sections cover two associations at the all-India level. The Indian Library Association and the Indian Association of Special Libraries and Information Centres are two organizations in India. The Indian Library Association was established in Calcutta in 1933. It is a recognized society, with its headquarters presently in Delhi. It is the country's primary national organization representing the whole library profession. The Association was founded in September 1933, during the All-India Library Conference in Calcutta. All of the major librarians of the time were involved in organizing the conference, the primary goal of which was to establish the Indian Library Association. Seven Al1-India Library Conferences were conducted in various sections of the nation between 1933 and 1947.

As an official organ, the ILA published two editions of the Directory of Indian Libraries and a quarterly periodical called Library Bulletin. Following independence, the Association had both frantic and lean times of activity. All-India Library Conferences were conducted till 1983, when the ILA celebrated its fiftieth anniversary. Over the era, growth was steady but not remarkable. Some ILA efforts may be regarded to have had an influence on library development in the nation. For example, in 1992, the ILA successfully hosted a meeting of the Indian Federation of Library Associations (IFLA) in Delhi. However, the library profession's expectations have always been substantially higher than what has been delivered. At the moment, the library profession is eager to strengthen and expand ILA, and there are indications of success[3].

The Association's goal is to raise the bar for librarianship and library services in the nation. Its goals are as followsto promote the library movement in the country and to enact library legislation. The general body elects a President, six Vice Presidents, a General Secretary, and up to twenty Council Members at a rate of one representative for every 100 personal members and one representative for every 40 institutional members during a two-year term. 'The Council is made up of 11 Sectional Committees, one delegate from each member state library association, and ex-Presidents of the Association. Routine administration is overseen by an Executive Committee comprised of the President, one Vice-President, the General Secretary, the Treasurer, two Secretaries, P.R.O., and three Council members.

Conferences and Library Meetings Every year, an All India Library Conference is conducted somewhere in the nation. A university, an institution, or a local library organization serves as the host institution. The All-India Library Conference program includes a National Seminar on one or more important and relevant topics. In addition, national seminars on timely topics are presented on a regular basis. The Association organizes lectures, round table talks, and other events mostly in Delhi. In Delhi, a study circle meeting is organized once a month to discuss technical topics. It collaborates with libraries, other library groups, institutions, and so on in the programs that are normally held during National Library Week in November each year.

As an official organ and a platform for publishing learning articles produced by professionals in the library and information science area, the Association publishes a quarterly magazine named ILA Bulletin. There is a prize-giving mechanism, such as the PV Verghese Prize, for the best article given to the ILA Bulletin. Every month, the Association issued the ILA Newsletter to convey information of current relevance to members. Since 1978, the Association has published the proceedings of the All India Library Conference, which comprise the Seminar Papers presented during the conference, on a monthly basis. In the event of ad hoc seminars, a pre-seminar book including the papers is also published. It published the fourth edition of the Indian Library Directory in 1985. In 1987, the ILA produced a Members Directory.

The Association publishes its Annual Report and Statement of Accounts on a regular basis. It is currently extending its publishing schedule. NALANDA, a database of nearly 10,000 libraries (5336 Academic, 1470 Public, and 3280 Special), was founded in 1995. Continuing Education For the benefit of working professionals, the Association has recently launched a Continuing Education program. During the previous decade, it offered a series of seminars in several locations on computer applications to library and information activities. More comparable

programs are in the works for the future. Consultancy The Association set up and successfully completed a project for the technical processing of about 35,000 volumes of a special collection for the Lal Bahadur Shastri (LBS) National Academy of Administration, Mussoorie[4].

It began a similar project for the Indira Gandhi National Centre for the Arts in November 1987. Professional Issues At every possible opportunity, the Association raises with state governments the topic of implementing library laws in order to improve the public library system. It has regularly sent memos urging state governments to take action on library v laws. It has been active in pursuing issues pertaining to wage grades, service conditions, and the standing of library professionals with governments, the University Grants Commission (UGC), and other managements. It took the initiative to establish a national strategy for library service and hosted a conference on the subject, after which the Government of India formed a Committee to prepare a National strategy on Library and Information System. During the All India Library Conference, a number of resolutions regarding professional interest and concern are routinely approved, which the Association takes up with relevant authorities for execution. Participation in Official Bodies

The ILA was represented in the Seventh Plan Working Group on Library and Informatics Modernization, which issued its report in July 1984. The Committee on National Policy on Library and Information System presented a draft in May 1986, and the Government of India established the Review Committee to review wage scales for government librarians based on the Fourth Pay Commission's suggestion. It was asked to provide its view to the Mehrotra Committee, which was looking at the wage scales for university library employees and librarians under the Fourth Pay Commission.

The ILA is also a member of the Raja Ram Mohan Roy Library Foundation's Good Offices Committee. National Bureau of Standards, Executive Committee-2 (NBS), Section Committee on Documentation Standards, UNESCO National Commission and National Book Trust (NBT), World Book Fair Committee, and others. Relations with Other Professional Bodies The ILA leads the Joint Council of Library Associations (JOCLAI) in India in developing a coordinated approach and a shared strategy on professional problems affecting all library associations. It collaborates well with IASLIC and state library organisations. ILA's International Activities ILA is a member of IFLA as well as the Commonwealth Library Association. In 1992, it hosted the IFLA General Conference in Delhi.

The International Conference on Ranganathan's Philosophy, conducted by the ILA in November 1985, was a historic event. In addition, the ILA hosted the IFLA Regional Seminar on Universal Availability of Publications (UAP) in October 1985 and the FID/CR Regional Seminar in November 1985 in New Delhi. Perspectives for the Future The ILA is now firmly organized, with the confidence of the library profession, to carry on and expand its programs and activities in order to meet the profession's hopes and aspirations and to serve the cause of librarianship and library service in the country[5].

It is a recognized charity with its headquarters in Calcutta. It was founded with the intention of establishing an organization in India comparable to the organization for Information Management in the United Kingdom and the Special Libraries Association in the United States.

The concept of forming an all-India Organisation committed to the advancement of special libraries and information centers was mooted during a big gathering of librarians held in Calcutta on June 25, 1955, under the chairmanship of Dr. S. L. Hora. Following this initiative, another meeting on 3 September 1955 formalized the decision to establish the Indian Association of Special Libraries and Information Centres (IASLIC).

The spontaneous cooperation and enthusiasm shown by professionals during the formative period, as well as the dedicated efforts of some founding members, contributed to the establishment of the association. Over the last four decades and more, IASLIC has expanded in size and scope of activity, helping in a variety of ways to the strengthening of special libraries and information centers around the nation. It has received accolades for its consistent and methodical efforts throughout the years. IASLIC's membership is made up of honorary members, benefactors, life and ordinary members, and institutional members. The General Body elects a President, six Vice-Presidents, a General Secretary, a Treasurer, two Joint Secretaries, two Assistant Secretaries, a Librarian, and 25 Council Members for a two-year term. The Executive and Finance Committees are appointed by the Council from among its members.

The Association publishes its Annual Report, Statement of Accounts, and Membership List on a regular basis. Every year, IASLIC recognizes the best Librarian of the Year and the best Article in the IASLIC Bulletin. iii) Education and Training Previously, IASLIC held regular graduate-level training courses in foreign languages and library science. It is now involved in a continuous education program on issues such as computer applications, indexing, and CDS/ISIS, as well as short-term training seminars for the benefit of working professionals in Calcutta and beyond. Every year, three to four workshops are held. IASLIC provides translation and bibliography compilation services to individuals and organizations on a for-profit basis. It also maintains a library dedicated to library and information science books[6].

The Association works to enhance service standards in special libraries and information centers. In this regard, it has attempted to develop an ethical code for librarianship. It draws the attention of authorities to areas that need improvement and remedial action. It is concerned with the proper design and development of library and information systems and encourages appropriate actions in this respect. It has taken steps such as establishing an interlibrary lending code to promote library collaboration. It has been quite sensitive to the demand for higher pay scales, service conditions, and prestige for librarians. It brings together library and information professionals at all levels and talks on professional problems on their behalf.

Relationships with Other Organizations IASLIC has a positive connection with the Indian Library Association and other library organizations. It was instrumental in the founding of India's Joint Council of Library Associations. (JOCLAI). It actively participates in the implementation of the Joint Council for Library Associations of India's shared programs. By taking on certain responsibilities and initiatives, IASLIC collaborates with the National Information System for Science and Technology (NISSAT). The Indian Standards Institution, Documentation and Information Committee (ISIIEC2) (formerly known as the Bureau of Indian Standards) is represented. Perspective for the Future IASLIC has had satisfactory successes in its position as a leader/coordinator in the ""library -and-information field'--country, and it is now set

for guaranteed growth and development in the years ahead to serve the cause of special librarianship in India. Three library associations, one of the United States of America and two of the United Kingdom, are described ha this section. These associations have a long and distinguished record of activities and service and have been pattern setters for the creation of national associations in many countries. The three associations described in this section are the American Library Association, the Library Association of U.K. and the Association for Information Management, known formerly as Association for Special Libraries and Information Bureaux (ASLIB) also of the U. KAddress : American Library Association 50, East Huron Street, Chicago, Illinois, U.S.A[7].

A group of 103 library activists, at a meeting' held in Philadelphia in the fall of 1876 to coincide with the nation's centennial celebrations, resolved on a motion moved by Melvile Dewey, the father of librarianship; to form the American Library Association. ALA, thus born, has been a success story by dedicated efforts of eminent librarians who steered the Association in its formative periods, the ALA grew in strength steadily and became even in the early part of this century the national voice for library interests. Today, with a solid foundation, wide base, expanding programmes and activities and social impact, ALA plays a dynamic role to foster American library interests with great success.

ALA is an organization for librarians and libraries with the overall objective of promoting and improving library services and librarianship and providing life-long services to all. It stands for user-oriented library and information, services. Its aim is to propagate library consciousness and promote the library interests of the country. It is there to work for intellectual freedom without the constraint of censorship and for free access to reading materials. The ALA is concerned with the profession, and the professional's interests. Organization any person, library or other organization interested in library services and libraries is admitted as a member and there is no geographical limit. ALA elects a President, a Secretary and other office-bearers.

The Executive Board is the management arm. It has at present 11 divisions such as those relating to adult services, school librarians, libraries for children and young, library education, reference and adult services, and resources and technical services as well as committees devoted to various other subjects. In some areas, there are well developed units working under the umbrella of ALA, but they are functioning as separate divisions, such as American Association of School Libraries, College and Research Libraries, American Library Trustee Association, Association for Library Services to Children. Association, of Specialized and Cooperative Library Agencies, Library Administration and Management Association, Library and Information Technology Association and Public Libraries Association.

ALA has instituted several awards in the name of some eminent library scientists to encourage and recognize working professionals for outstanding performance and excellence in certain fields. The following are a few examples: John Cotton; Dana Library Public Relations Award; Clearance Day Award for promoting love of books and reading; Melvil Dewey Award for creative professional achievement; E.P. Dutton-John McRae Award for advanced study for serving the needs of culturally deprived children; Margaret Mann Award for achievements in cataloguing and classifications; Ralph R. Shaw Award. International Activities of ALA ALA has

been active in international cooperation and relations. It participates in the programmes of UNESCO, IFLA and FID. It has assisted many countries through advisory services, technical assistance, fellowships, travel grants, supply of reading materials, etc[8].

The Library Association (LA-UK) is another old and large library association like the American Library Association. It was founded in 1877 with its headquarters in London. Address: 7 Ridgmount Street, London; WCIE, 7 AE: It was founded as the Library Association of the United Kingdom at the conclusion of the First International Conference of Librarians held at Brussels in October 1877. Publication of the Monthly Notes commenced on 15th January 1880, and 'The Library was adopted as the official journal on 10th December 1880. On 30th January 1896, the name of the Association was changed to the Library Association. It was granted Royal Charter on 17th February, 1898. The Library Association Record commenced publication as the official journal of the Association in January 1899. It became a wholly professional association in 1962 when new bye-laws came into operation. In spite of the proliferation of library associations, the Library Association has steadily advanced into its second century and it continues to be actively involved in promoting library interests in Great Britain. The objectives of the Library Association are primarily to unite all persons engaged or interested in library work and include promotion of the establishment and improvement of libraries, promotion of appropriate legislation; encouragement of research; better qualifications of librarians and raising of professional standards and conditions generally.

The membership of the Library Association is over 24,000 and is open to all interested in its aims and objectives. However, the status of Chartered Librarian and the use of the title of Associate of the Library Association (ALA) are restricted to those who have successfully completed the courses and training of the Association prescribed for the purpose. Fellowship of the Library Association is given on submission of an approved thesis for outstanding service to librarianship. The Library Association has twelve regional branches, including the Scottish and Welsh Library Associations and twenty three special interest groups. It has encouraged formation of library schools in the country. After the library schools were developed; LA's role as an examining body has diminished: But it still plays an important part in continuing professional education and training: It organizes an increasing number of short courses on currently important aspects of library and information science and carries on a continuing dialogue with library schools for maintaining high standards of library education. These are available at Book Point Ltd.,

It sponsors numerous projects on its own initiative and with its own resources. It also works with the British Library and ASLIB in several areas of research[9]. Relations with other institutions The Library Association is represented in many official bodies and committees and has been offering advisory service and professional assistance in many programmes of library development. It had a role in the establishment of the British Library in 1973. The Library Association has helped the formation of the regional library system and promoted inter-library cooperation. The Library Association has been advocating high standards of library service: It has evolved a code of ethics for the library profession. It has taken interest in evolving standards and guidelines of techniques, procedure, equipment etc.

DISCUSSION

The British Society for International Bibliography was merged into it in 1949. ASLIB has been instrumental in focusing on the importance of information in all spheres of national endeavour, particularly in the reconstruction period after World War II: By demonstrating its usefulness, ASLIB could secure the recognition of the British Government as a research association. The creation of the Office of Scientific and Technical Information, which was a forerunner to the British Library was largely due to the spade-work done by ASLIB. ASLIB aims to facilitate the coordination and systematic use of sources of knowledge and information in all public affairs and in industry and commerce and in all the arts and sciences. It aims to increase the contribution of information to the economic, social and cultural life of the community by the promotion of effective information management. The membership of ASLIB is largely composed of corporate 6odies, including industrial and business organizations, professional and learned societies, public, academic and national libraries, publishers and database providers. It has over 2,000 members, approximately a quarter of whom are in countries other than the UK. Further, personal members may account for only one fourth of the membership: It has branches in Scotland, the North of England and the Midlands.

Subject groups have been formed in biological and agricultural sciences, chemistry, economic and business information, electronics, engineering, private view-data, transport and planning. There are also technical groups covering translations, informatics and computer application. A subgroup represents the interests of one-man-Bands (unit staffed by one person only). ASLIB regards itself as a resource for management. ASLIB's research role was abandoned in T985. Its earlier record of research efforts is impressive.Consultancy service which ALIB used to offer is now taken over by an independent unit in association with ASLIB. ASLIB concentrates now oninformation services to its members. In addition to referral service, ASLIB advises its members. on practical aspects of information management such as on-line information retrieval methods and systems, library automation, networking and local area networkapplication software, andmodern library and information resource management. The Library of ASLIB holds 20,000 volumes relevant to documentation and information science and subscribes to several periodicals[10].

ASLIB keeps registers of specialist translators and indexes. It maintains an index of translations into English of articles on scientific and technical subjects. ASLIB and its, various specialist groups organize from time to time conferences, seminars, study circles and such other meetings to discuss issues of current importance and relevance to library and information professionals. The papers presented at these meetings get published in ASLIB proceedings. The Annual Conference of ASLIB is devoted to a major theme and it is largely attended. d) Publications the serial publications of ASLIB are: ASLIB Proceedings (monthly).

ASLIB Booklist (monthly) ASLIB Information (monthly) ASLIB Newsletter (monthly) Index to Theses (annual) Journal of Documentation (quarterly) Netlink (3 issues) Program : News of Computers in Libraries (quarterly) Forthcoming International Scientific and Technical Conference (quarterly) Technical Translation Bulletin (3 issues). ASLIB's occasional publications consist of monographs, directories, reports, proceedings, bibliographies, etc. The

publications of ASLIB have a wide recognition and appeal for their content and standard. For example, ASLIB's Handbook of Special Librarianship and Information Work is widely distributed and serves as a valuable guide for developing library and information services and systems. Education ASLIB organizes a number of short courses for both members and non-members. A wide range of topics are covered in the training Programme.

Most of them have practical value. In a year, as many as forty courses may be organized. On some topics, the courses are repeated many times. Attention is paid to courses in newly emerging areas. The training Programme of ASLIB has earned recognition and is increasingly being taken advantage of. Perspective for Future There has been a shift in emphasi5 in the objectives as well as in approaches to realize the objectives. Information management is' now the core Programme of ASLIB. Promotional role is less prominent. It is becoming a service center. Nonetheless, ASLIB will continue to have its influence and impact in special library and library field in the UK and elsewhere.

The International Federation of Library Associations and Institutions (IFLA) founded in 1929 with the aim of promoting international contacts among library associations and librarians, is a non-governmental professional Organisation. In the first two decades, it had remained almost as a forum confirmed to leading librarians from Europe and America: In the post-war period; with a consultative status accorded by UNESCO, it began to develop, but slowly. The International Conference on Cataloguing Principles held in Paris in 1961 gave some impetus to the growth of IFLA. After the Secretariat shifted to The Hague in 1971, IFLA, stepped up its activities and was able to enlist universal international membership. At the present time, with some major projects and many smaller programmes, IFLA is quite active and is making worldwide impact towards promoting the cause of librarianship[11].

The broad objective of IFI.A is to promote international understanding, Cooperation; discussion, research and development in all fields of library activity including bibliography; information service and education of personnel and to provide a professional body through librarianship can be represented in matters of international interest. IFLA has two categories of members-Associations and Institutions. In 1986, IFLA had 171 member associations and 823 member institutions from 123 countries. There is provision for admission of personal affiliates and consultative status to international organizations involved in activities similar to the activities of FID.

The members elect the council, which is the supreme governing body. The main steering bodies are the Executive and Professional Boards, the first full powers for administration and management and the second is concerned with coordination and planning of professional activities. For carrying out professional tasks, Round Tables and Working Groups have also been formed. - IFLA has an International Office for Universal Bibliographic Control and an Office for International Lending at the British Library Reference and Lending Divisions respectively. There are two regional Bureaus at Kuala Lumpu, Malaysia and Dakar; Senegal. The activities of IFLA are guided by Medium Term Programmes (MTP) prepared by the Programme Development Group, such as for the period's 1976-i980, 1981-1985 and 1986-1990. The major programmes in which IFLA concentrates its efforts are Universal Bibliographic Control Universal Availability

of Publications (UAP); International Standard Bibliographic Description (ISBD), and International MARC. These Programmes have received substantial support from UNESCO.

These have indeed been making a global impact. Another major sphere of activity of IFLA is development of "library work in the third world countries. By organizing conferences and seminars, offering scholarships, and other means, it is able to engage the involvement of librarians from Asia, Africa, America, and the Caribbean nations in this job. Other initiatives pertaining to developing nations include research on unique challenges in cataloguing, development of course curriculum for library schools, production of braille publications, and advise on rural library service. IFLA is also concerned in standards for library work, laws for public libraries, and library statistics. In recent years, the IFLA Annual General Conference has become a secondary attraction for fostering personal relationships within the worldwide community of librarians. The Annual General Conference attracts about 2,000 delegates. A variety of pre- and post-conference seminars and round table sessions specialized to certain subjects are organized in connection with the Annual Conference. The IFLA journal (quarterly), International cataloguing (quarterly), IFLA Annual, and IFLA Directory (annual) are the organization's periodical publications. IELA has a variety of valuable publications in the Monograph Series, which are published by K.G. Saur (London/Munich). Another series is about UBC Publications.

Recently, India has started to play an active role in IFLA. The India Library Association, as well as a few other professional organizations and institutions, have joined. India is also represented on the IFLA Executive Board. In 1985, the ILA hosted an IFLA Regional Seminar on UAP in New Delhi. The fact that the IFLA: General Conference was held in new Delhi in 1992, organized by the India Library Association, is significant. The International Federation for Information and Documentation (the word Information was added to the name in 1986, but the acronym FID is still used) was founded in Belgium in 1895 as the International Institute of Bibliography (IIB) by Paul Ottlet and Henri La Fontaine. At the time, the major goal was to create and maintain a Classification (UDC) based on the Dewey decimal classification for providing order and access to the whole repertory's bibliographical data.

While the Universal Bibliographic Repertory project failed, the IIB left valuable legacies by serving as a foundation for the advancement of FID and the creation of UDC. Which is still the most important categorization method for information and knowledge in the world. In the beginning. There were few events, and participation was limited to European nations. When the International Institute's headquarters were relocated to The Hague in 1938, the name was changed to International Federation for Documentation to reflect an expanded mission that included documentation in all of its practical elements. Following WWII, there was a gradual growth in membership and a continuous expansion of operations, reflecting the organization's multinational nature. The FID is primarily a scientific and professional organization. It is a non-governmental organization. The headquarters, which is presently based in The Hague, has a small permanent secretarial staff: the membership consists of national members, one from each of almost sixty nations, two international members, and a considerable number of associate members. It makes money via membership subscriptions. Publication sales and a minor grant

from UNESCO. A General Assembly of national and international members meets every two years to run the Federation. Policy implementation is assigned to a Council chosen by and among the General Assembly's national representatives. The Federation is managed by an Executive Committee comprised of the President, the Permanent Secretary General, and senior officials. A number of Technical Committees and Task Forces support FID's operations, including Research on the Theoretical Basis of Information, Informatics, Terminology, and Linguistics in Documentation, Classification Research, and the Central Classification Committee, which coordinates the revision of the Universal Decimal Classification. Broad System of Ordering, Information Systems and Network Design, Education and Training, User Needs Study, Social Science Documentation and Information.

These Committees were formed to examine areas, plan, and carry out measures to further FID's technological programs. To address regional concerns, FID established the Regional Commission for Asia and Oceania (FID/CAO) and the Regional Commission for Latin America (FID/CLA). FID has been directed in the past by three main plans, namely, Outline of a Long-Term Policy (1960), FID Programme (1970), and a New Programme Structure (1978), with the fundamental goal of fostering, via international collaboration, research in the development of information and documentation. FID, which just celebrated its 94th anniversary, is currently starting on a new Plan to steer its operations. FID's basic areas of focus include information sources, information storage, retrieval, repackaging, and transmission, information properties, information supply to meet user demands, and staff development. Education and training, translation assistance, categorization and indexing are all particular fields.

The New Plan's structure calls for developing broad and particular goals, formulating strategies, establishing significant programs, and carrying out a variety of activities. Fid has had direct responsibility for the revision, development, and maintenance of UDC. Thirty or more UDC revision committees aid UDC's development work under the overall direction of the Central Classification Committee (FID/CCC). The operations in all other areas are carried out by technical committees and task teams. In certain situations, the results of such actions may result in the creation of papers, publications, and so on. Technical committees hold seminars, workshops, and meetings on occasion to concentrate attention on technical concerns and provide beneficial suggestions.

A pre-conference collection including the papers is published. The event is well-attended. Technical committees may sometimes organize seminars in connection with the biannual conference: The Regional Commissions, FID/CAO, and FID/CLA also have biennial Congresses and General Assemblies. In addition to an active monograph publishing program, FID publishes the monthly FID News Bulletin, the quarterly International Forum on Information Documentation (English and Russian), R&D Projects in Documentation and Librarianship (bi-monthly), Extensions and Corrections to the UDC (annual), and the FID Directory (bi-annual). FID collaborates with other organizations' programs such as UNESCO, IELA, the International Council of Archives, and the International Organization for Standardization (ISO) Technical Committee 46 (ISO/TC 46).India has had a relationship with FID since 1948. The late Dr. S.R. Ranganathan carried on the work of the FID/CA Committee for General Theory of Classification

and the DID/CR Committee for Classification Research at the request of Dr. Donker Duyvis, a former Secretary-General of FID. Dr. Ranganathan made significant contributions as Rapporteur-General and Honorary Chairman for more than two decades. INSDOC has been the national member of FID since its inception in 1952. For numerous years, Indian delegates have served as vice presidents and council members. Ranganathan was elected as a Member of Honour by FID in 1957. The Chairmanship and Secretariat of the FID/IM committee for Informatics (INSDOC) are presently in place. India is also represented on many Technical Committees, including Fid/Cr, FID/ET, FID/II, FIDISD, and FLDIPD. In 1975, India held the Third International Conference on Classification Research, and in 1985, the country hosted the Second Regional Conference on Classification Research. In order to assure India's active involvement in FID programs, INSDOC established a FID National Committee. INSDOC also held the 49th FID Conference and Congress in October 1998.

CONCLUSION

Library associations are scholarly organizations that encourage a spirit of public service among their members, promote library services, safeguard their members' interests, and improve the image of the library profession.

The American Library Association, the Library Association of the United Kingdom, and the Association for Information Management, also of the United Kingdom, as well as IFLA and FID, are described in terms of their goals and objectives, organizations, activities, publications, public library legislation, library research, relationships with other institutions, awards and rewards, international relations, and future prospects.

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CHAPTER 24

AN INDUSTRIAL STRATEGY TO PREVENTING LIBRARY DAMAGE

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ABSTRACT:

Rain, humidity, sun, heat, dogs, and smoking and tobacco products should all be avoided while borrowing items. Handle books with care, particularly when photocopying and scanning. Use a bookmark to indicate your spot; do not use tape, Post-It notes, paper clips, or other things to mark your place.Books and other papers on the shelf should be avoided being sprayed directly. The most successful techniques of sterilizing documents against fungus, mould, and mildew are fumigation methods (vacuums and conventional). The following compounds are utilized in the vacuum fumigation procedure.

KEYWORDS:

Collection Preservation, Library Materials, Magnetic Carrier, Relative Humidity, Wood Pulp.

INTRODUCTION

The modern world is rapidly transitioning from an industrial to an information age. It necessitates quick, accurate, available, and dependable information. Every second, a tremendous quantity of data is created. Information has evolved into a strategic raw material as well as a dominant role in decision making and implementation. Each person in our world need and will continue to require information. Information is seen as the "lifeblood of society" and a critical resource for national growth. Because of the digital revolution, knowledge is becoming multidimensional and interdisciplinary, and it is expanding rapidly. This revolution revolves on the computer and communication technologies that serve as the foundation of information technology (IT). With the assistance of I.T., knowledge and information coexist to complement and augment one another. This scenario has given birth to new dimensions of knowledge that not only accelerates its expansion but also changes the nature of its resources from printed to electronic/digital forms such as magnetic tapes, floppy disks, CD-ROM, and so on. With the advent of the INTERNET age, a quick phase of expansion such as online databases, List Serves, discussion forums, electronic journals, and so on has expanded information accessibility. The emergence of digital libraries and virtual libraries has boosted library activities and expanded them outside their four walls[1].

There are, however, libraries with unique collections that are gems of local history. They represent the society's history and culture. These libraries house knowledge in a variety of formats, including palm leaves, manuscripts, printed books, and so on. The preservation needs of these library collections are plainly different from those of libraries founded recently. These libraries have a specific responsibility for conserving legacy and culture since it is the obligation

of all library workers, from the head of the library down to the last worker on the floor, to secure, maintain, and conserve the holdings in their libraries.

Preservation methods must be supported and promoted at all levels of the library, from the most senior to the most junior. Those in charge of operating the library and preserving the building's exterior and interior fabric must collaborate closely with those in charge of collection preservation. The preservation demands of a library must be examined in the context of the organization's social and political environment. The goal of the organization, collection rules, and available resources all play a role in conserving this richness of materials.

Some of these libraries have undertaken efforts to transfer a few rare works into microforms and digital formats. This massive revolution in information storage and distribution technologies has required librarians to take on dual roles. To begin, embrace change and adopt the notion of access to information rather than ownership of such knowledge. This requires the development of a technological foundation and digital library materials, as well as the facilitation of electronic information access for users. Second, take the required actions to preserve current print and non-print resources for future use, as well as to encourage simple access to such information.

The Need for Preservation & Conservation Library collection includes a broad variety of organic materials, such as paper, fabric, animal skin, and adhesives, as well as contemporary media such as microforms, optical and magnetic discs, digital formats, pictures, and audio and video media. Organic compounds are subjected to a continuous and unavoidable natural aging process. While careful treatment and providing a sympathetic atmosphere may help to reduce the degradation, it is hard to stop it completely. The chemical and physical stability of library materials is also affected by the quality and processing of the raw materials used in their production, as well as the design and structure of the finished artifact[2].

The demands of mass manufacturing have lowered the material quality of what is received in libraries throughout the years. Much of the paper stock created after 1850 is very acidic, fragile, and will eventually self-destruct. For the purpose of automation, binding processes have been simplified, and many text-blocks are now kept together only by glue. In truth, all books, particularly those with leather bindings, are significantly more prone to harm. Though these papers have intrinsic preservation issues, they must be properly preserved and handled if they are not to die prematurely. Thus, a library looking for a pre-1900 book has two fundamental challenges: durability and scarcity. A book printed after the mid-1800s is likely to be made of acid paper, bound in a machine-made casing, and very brittle.

The notion of preserving information has come of age. Preservation and conservation (PAC) are interconnected activities that are important in libraries and information centers (LICs). If they were regarded at all, they were thought to be the domain of people in charge of rare books and manuscripts. However, in recent years, the concept of PAC has extended to become an important aspect of the much broader domain of collection management and a critical component in the provision of information access. If the medium on which the information is recorded has been allowed to degrade and vanish, access to it is no longer available. This growing awareness of the need of preservation is perhaps tied to the 'green revolution' in general, global warming,

pollution, and the use of fossil fuels. The World Environment Summits in Rio de Janeiro in 1992 and Kyoto in 1997, as well as numerous other events, have all contributed to a growing awareness of the importance of preserving and conserving the physical environment; some of this concern has percolated into the thinking of library and information managers (LIMs), who are concerned with access to information and its delivery to their users.

There are, of course, more particular reasons for the increased awareness of the need to protect information collections than the general 'greening' of society. The discovery of the 'brittle books syndrome' was one of the first. Most books made after around 1850, and some even before that, were printed on chemically unstable paper, and these volumes were actually dissolving into dust on the shelves of hundreds of libraries worldwide. In 1823, John Murray wrote to the Gentleman's Magazine, "Allow me to draw your readers' attention to the current state of that wretched compound known as paper." Every printer will confirm my story, and everything I am is ignored and forgotten. It is, nevertheless, a responsibility of the most pressing kind our magnificent religion, literature, and science are all under attack [3].

Excellent research was performed by the Harvard University Library Task Group on Collection Preservation Priorities. The flood that ravaged Florence in 1966 caused extensive damage to the valuable archives housed at the Italian State Archives. Money contributions poured in, but it immediately became clear that there were not enough experienced conservators to handle the highly skilled professionals necessary for restoration. The majority of the damage was subsequently rectified, but the accident highlighted a huge gap in preservation management and technical expertise globally. As a natural extension of the preceding initiatives of Universal Bibliographic Control and Universal Availability of Publications, the International Federation of Library Association (IFLA) established its core Preservation and Conservation Programme in 1984. The program is centered at the Library of Congress (LC) and promotes research into various preservation techniques as well as the development of policy and strategy at the national and international levels. The LC has supported substantial research into bulk de-acidification of paper and has released numerous detailed handbooks on practical preservation procedures.

The Ratclliffe Report looked at preservation policies and procedures in British libraries. The British Library has established the National Preservation Office (NPO) to serve as a focal point for preservation planning and collaboration. Ratcliffe was successful in spreading concern beyond the exclusive realm of special collections and archaic items by raising awareness among those affected and the general public. It sparked a slew of additional investigations. In recent years, France, Germany, and Spain have started to place a greater focus on preservation and conservation. UNESCO has also focused on these issues, releasing two key documents: Guidelines on preservation and conservation policies in libraries and archives and Preservation and conservation of library documents: A UNESCO/IFLA/ICA inquiry into the current state of the World's patrimony. Another notable endeavor in the preservation and protection of historical assets is the UN ESCO's "Memory of the World" initiative.

All of these efforts demonstrate the major worldwide issue of deteriorating and vanishing materials. As a result, it is the challenge for library and information managers to transform this concern into a program fit for the specific work and the information and resources that it wants

and needs to maintain, utilizing the knowledge and tools at their disposal.Preservation can only be handled effectively if it is seen as a key duty across the institution and if preservation specialists are involved in all operations, even digitalization projects conducted for the sake of access. It is critical that the preservation industry maintains the discourse regarding the preservation of every endeavor. They may provide a sense of continuity to the debate by emphasizing that there is more to access than papers and photos saved as tiffs and terabytes.

De-acidification just delays degradation, but if the book is already weak, it will stay so. If there are several copies of an old book distributed throughout the library, it is likely to be cheaper to film or scan the best accessible copy once and then reprint it than to de-acidify all of them. Furthermore, microfilming generates a copying master and a bibliographic record, allowing for wide access to the content. Individual libraries may de-acidify items on an individual basis. The expense of treating paper page per page by spraying a chemical fog over the page exceeds the cost of duplicating, even for a single copy. The expenditures of this more extensive preservation process, which necessitates disassembly and rebinding of each item, are essentially prohibitive for books with little artifact value. The only methods that preserve the original book are paper preservation and individual book conservation[4].

Even though the final edition of the book will be on fiche, microfilming usually entails creating a roll film master. Microfiche is not a preservation format, although it may be created as an access media from preservation roll film. Microfiche may allow quicker random access to a specific frame than roll film, and microfiche reading equipment are less expensive than microfilm reading machines.Microfiche has been recognized as the preferred media for a microform book catalogue. Many readers, however, loathe both microfilm and microfiche. Books are scanned into computer storage in digital imaging, which is a viable alternative approach. Storing book page photos enables the quick movement of books from library to library. The photographs may be shown or reproduced in the same way as film photos can, but at a higher cost today. Furthermore, digital photography allows for extensive reprocessing: contrast modification, picture size change, and so on.

Handling these pictures needs particular expertise and equipment that few libraries have, but technical advancement in the design of disk drives, screens, and printing machines is accelerating.

A page of text that would take a few hundred Kbytes in graphic form would need just one to two thousand bytes of ASCII storage, or 11100th of the space. Other benefits of ASCII storage include the capacity to readily reformat and reprint full or partial documents; the ability to extract quotes or other portions of the documents and use them in newer papers; and the ability to compare texts manually. Text editing for eventual publishing necessitates the use of ASCII rather than picture storage. More uses, such as feeding the texts to voice synthesizers to be read aloud, are also feasible; ASCII text may also be shown on a broader range of and less expensive equipment. ASCII displays may be formatted for the user's desired screen size or application environment. The picture quality shown does not reveal any fading or deterioration from the original[4].

DISCUSSION

The preservation of library materials is just as vital as collection development. Libraries are regarded as a society's social memory. Their survival is critical for knowledge development and preservation. However, the materials used to record knowledge and information are perishable. Light, temperature, environmental contaminants, biological agents, and humans all have an impact on them. To implement steps that will assure the collection's longevity, we must first understand the function of these components in producing degradation and harm to library resources. In this section, we will look at how library items degrade over time, what variables contribute to deterioration, and what actions should be taken to avoid deterioration. To serve as a repository of human knowledge as part of society's intellectual and cultural legacy. To fulfill the above two aims, the library performs two function providing access to its resources and services using different instruments established for the purpose, and implementing various techniques to assure the resources' availability to future generations.

As a result, effective library collection preservation is an essential component of library resource management. In reality, it is just as crucial as resource acquisition and organization. Prior to the mid-twentieth century, libraries focused primarily on collection acquisition, organization, and access. However, preservation was suggested in the organization as well as in the ease of access to the materials. The collection is organized in accordance with the needs and behavior patterns of the users. Obviously, care is made to protect the resources while organizing them. Resources are organized by size, kind of information, user category, and so forth. The majority of these selections maintain their typical safety against unintended intervention by personnel or users. Similarly, care is given in arranging access to protect the safety of all resources, especially rare and delicate minerals. However, until the middle of the twentieth century, preservation as a deliberate objective in library administration received little attention.

Preservation, or conservation, as it was formerly known, was largely concerned with archives. Archives, unlike libraries, have a clearly declared preservation objective. According to Sir Hilary Jenkinson, an archivist "must take all possible precautions for the safeguarding and custody of his archives. Sir Hilary referred to it as the archivist's primary duty." Preservation used to be limited to binding damaged books and/or laminating delicate papers or manuscripts. Most works on library science went into much more depth about binding than preservation. Previously, preservation was limited to segregation and limited access to delicate and uncommon items.

Conservation was the broad term for what we now call preservation, and preservation received its due consideration in library resource management in the mid-twentieth century. If we were to pinpoint a single cause for this shift, it would be William J. Barrow's publication of Deterioration of Book Stock: Causes and Remedies in 1959.

Barrow revealed that, beginning in the early nineteenth century, the basic material utilized to make paper was wood pulp, which comprised lignin, a chemical component, and cellulose fibers. Lignin is a chemically unstable substance that degrades quickly when exposed to high temperatures and humidity. Because most books produced from the early nineteenth century forward were printed on wood pulp paper, they would be obsolete by the following century[5].

The publication alerted national level organizations in the Western Counties to the libraries' potential peril. The United States Council on Library Resources financed various research studies on the issue. The Library of Congress, which discovered it was losing roughly 77000 volumes per year due to degradation due to the low quality paper on which they were produced, undertook a huge de acidification program. Dr. F. Ratcliffe's project Conservation: Need, Resources, Policies, and Programme in British Libraries (1982-1983) on preservation at the Cambridge University Library was financed by the British Library. In 1988, the European Community issued a study titled Library Policy for Preservation and Conservation in the European Community. In 1986, the United States founded the Commission on Preservation and Access. Slow Fire, a film for broad awareness, was also produced in 1987.

Throughout history, libraries' collections have been damaged and deteriorated. Sometimes the reason is a natural catastrophe, while other times it is a man-made calamity, such as war. However, quiet harm from degradation of paper, leather used for binding, and germs, insects, and rats has been widespread in preservation. Even back then, preservation was not widely considered as a big issue. Despite the requirement for preservation, care for books may be found in publications on Library Science. Indeed, in the early nineteenth century, the quality of material available for recording words was greater, allowing it to resist degradation caused by internal factors. This scenario persisted even from the 8th century until the beginning of the 19th century, when paper had superseded all other media as the primary medium for documenting information. John Durie (1650) defined the role of a librarian as "to build collection, care for them, and be dispenser to apply them for use." Randolph G. Adams wished for librarians to "show a greater appreciation for books as an object of art." He intended librarians to provide "special treatment to rarities" and protect rare books from "unqualified readers." Books were chained with almirahs and may still be found in certain historic libraries, such as the Library of Oxford. In his book Reference Service (1940), Dr. Ranganathan also referred to book care as the library's initial service. As a result, for a long time, care and service, i.e. access, were seen as equally important. Care was given a higher priority.

Perhaps care had not yet been synonymous with preservation, while librarians were concerned about the safety of their materials. It had not yet been sacrificed in order to provide access. By the conclusion of WWII, there had been a significant increase in scientific research, which pushed improved library service to the forefront. Education was expanding across society, increasing the need for books. Libraries were under pressure to provide quick access to the findings of new research.

The emergence of indexing services, documentation, SDI services, user education, open access, and so on on the one hand, and technological advances like as Xeroxing and microfilming on the other, shifted the balance of service in favor of access to the neglect of care, i.e. preservation. However, about this time, major international libraries learned that a significant portion of their book collection dating from 1830 to the early years of the twentieth century was in immediate risk of being destroyed owing to the acidic nature of the paper on which they were printed. Surprisingly, the necessity for preservation has gained widespread attention. Libraries have traditionally been thought of as places of communal memory[6].

As a result, Ranganathan referred to preservation as a social need and emphasized the importance of identifying the library as a social memory because it: The essence of Ranganathan's views were echoed by John Agresto of the National Endowment for Humanities (US) in 1986 when he stated that "preservation of library and archival material is essential politically for the well-being of democracy, for availability of primary source materials as a basis for good teaching." Preservation was now recognized as a vital aspect of library administration. There has been great debate over the actual meaning of the two concepts, conservation and preservation. Both terms have been used to describe operations that libraries participate in to safeguard their collections from degradation and harm.

Their unfamiliarity with the profession of librarianship may have contributed to their bewilderment. For a long time, these phrases were solely used to relate to the preservation of archive documents. In current use, preservation refers to using all of the many methods and procedures and providing such climatic settings, including methods of storage, as would extend the life of the artifact as well as the content of the materials. According to Clayton and Gorman, "preservation is a broad term that encompasses all activities related to resource maintenance and information content preservation." In contrast, conservation refers to the care of objects in order to prolong their useful life.

The phrase "preservation" to refer to an all-encompassing endeavour is relatively new. Until the latter two decades of the twentieth century, the word conservation was used to indicate "any attempt to prevent further damage or deterioration to a library collection." Preservation only refers to a specialized endeavor to not only prevent but also reverse the numerous undesirable and undesired effects of damaging chemicals and other substances that might ruin library contents." Restoration was the function of restoring the "physical structure of the document" or the "artifact" to its original state.

Because of the dynamic nature of its collection, the subject of preservation in libraries is a difficult one. For centuries, the sole form of library gathering was fresh information and knowledge written on paper. The character of the collection started to shift only in the latter years of the nineteenth century. To accommodate back volumes of serials and news periodicals, microfilms were combined with paper. Surrogates for manuscripts and other precious items were also created using microfilms. With the emergence of audio-visuals in education, wax cylinders and shellac discs were introduced into libraries. Magnetic tapes and discs were followed by optical media in the form of cassettes and discs as compact storage technologies. Each substance has its own lifespan and chemical components. The substance deteriorates owing to a change in its chemical makeup. The reasons of change may be intrinsic in the nature of the base material's chemical components or may be catalyzed by specific external influences[7].

Internal or Inherent degradation Causes Internal causes reside in the structure of the material in question and operate from within to produce degradation or removal of the stored information. Paper-based materials Deterioration of paper-based materials in the library collection became a serious worry for librarians in the mid-twentieth century. It was more severe in the case of literature written between the mid-nineteenth and early-twentieth centuries. The cause, as John Barrow showed, was the structure of the wood pulp-based paper.

Wood pulp includes the majority of the chemical components of wood, such as lignin, which contains acid. Similarly, the glue used in paper sizing includes acid salt. Aluminum sulphate was utilized to achieve the adhesive effect. As a result, papers made from wood pulp are acidic in nature. When they come into touch with high temperatures and humidity, two forms of degradation, namely hydrolysis and oxidation, occur, resulting in paper deterioration. Because to the presence of alum, an acidic substance, hydrolysis occurs. Oxidation occurs due to the presence of tiny metal particles that contaminate paper production equipment throughout the manufacturing process. Ink used in printing started to be formed of iron gall, which contains ferrous sulphate, in the early nineteenth century.

The combination of ink and the acidity of the paper causes text to be lost from the paper. It was discovered that leather used in binding after 1830 lacked the protecting salt that was previously accessible in leather. This was due to the binders' shift in tanning procedure under demand for more leather. Over time, such leathers grow dry and begin to break apart. "Because the capture of an image involves many different chemical processes, photographs have a wide range of aging properties." Some compounds had very self-destructive components." Nitrous gases are emitted by cellulose nitrate films. These gases are not only oxidative, but also poisonous and explosive. The film base and emulsion are ultimately destroyed in a self-destructive process. It is combustible even at low temperatures. Cellulose acetate films generate acetic acid vapor, which hastens the degradation of the films. Motion picture films on rolls have a potential to self-ignite when stored in containers with no air.

Temperature and relative humidity are two characteristics that are connected. Both play an important role in preservation. The simultaneous fluctuation of the two factors is very detrimental to the life of the library resources. Materials expand and contract when moisture levels vary because they are organic. However, relative humidity change has a considerably bigger influence on collecting than temperature fluctuation. Excessive humidity promotes fungal growth in all organic, mechanical, and magnetic carriers. Low humidity causes drying of library materials, making them brittle and, in the case of films, causing the emulsion to come off the supporting base. Controlling RH is especially crucial in libraries and archives that house photographic artifacts. When the relative humidity is too high, the emulsion becomes sticky, the glass becomes hazy, and the image on the metal base begins to deteriorate.

High temperatures hasten the decay of all types of library items. The resulting dryness causes humidity to evaporate, making the surroundings dry and rendering paper, leather, and certain plastic-based goods brittle. Chemical reactions in all library materials, including nitrate films, cellulose acetate films, and color films, are also accelerated by high temperatures. It also causes dimensional changes in magnetic carriers, has an effect on optical carriers, and consumes the pigment layers of magnetic tape and floppy disks. Mold, insects, and rodents are examples of biological agents.

Mould deteriorates and stains paper, as well as obliterates pictures. Cockroaches, silverfish, termites, and beetles wreak havoc on library items all around the globe. Rodents build their nests in books and destroy library collections by shredding pages. Insects and rodents have done severe harm. Mold and fungus block optical data reading and consume the pigment layers of

magnetic tapes and floppy disks. The harm caused by these agents goes unrecognized until it reaches a point where no remedial action can be taken. Air pollutants, also known as environmental pollutants, are gases that are produced from industries or motor vehicles that cause damage via acid attack or oxidation. Solid pollutants such as dust, dirt, and sand particles are abrasive in nature and serve as a breeding ground for biological organisms. They also aid in the production of acids in materials. In the case of mechanical carriers, dirt and dust might cause the pickup stylus to deviate from its intended path, resulting in audible fractures. They attack the carriers' integrity via the aberration process. Dust particles have an impact on magnetic tapes and discs because they may inhibit playback heads from making close contact with the medium. It may also cause hard disk heads to crash. Dust obstructs the correct reading of recorded data on optical carriers.

Damage and degeneration are caused by humans via different actions of omission and conduct. Staff Negligence Staff negligence can be identified at various stagesduring the planning stage, such as a lack of provision against the effects of ultraviolet and infrared radiationduring the maintenance of the building and equipment's, such as overlooking regular cleaning and dusting in stack areasmaintaining a poor security system for library assets, awarding binding jobs to substandard firmsorganizing envy Carelessness in shelving and transporting things, for example, might cause significant harm to library assets. Negligence by the User Community Advances in printing technology have resulted in an abundance of books, yet respect for books has declined in proportion[8].

Paper versions have instilled in readers a "read and throw" mentality. As a consequence, frequent activities among users include highlighting, pulling out pages and chapters, using books as pillows, and placing them on window ledges. Other instances of user-caused damage include repeatedly exposing books to UV light in photocopying, defacing images, and mutilating them. According to UNESCO, the prevalence of a negligent attitude among workers is mostly attributable to a lack of training in preservation procedures and a lack of knowledge of the implications of neglect. In recent years, the relevance of machine-readable literature and the increased use of technology in libraries has increased the demand for training. Training should be scheduled on a continuous basis. Users should also be taught by signs and advertisements, as well as through exhibits of damaged goods on a regular basis.

Library collections are irreparably damaged by theft, particularly theft of rare items. Thieves often take advantage of staff negligence. They often befriend personnel in order to get access to restricted locations and wait for an appropriate chance to attack. The New York Public Library apprehended a lady in Brooklyn who had retained 800 Library books. Stephen Bloomberg, the largest library book thief, is believed to have taken 22000 volumes from 327 libraries. Vandalism encompasses damage to library buildings and collections caused by conflicts or mob rage on so-called ideological grounds. It has been discovered in many instances to be a case of plain aberrant behavior. "Stray magnetic fields are the natural enemy of magnetically recoded information." Dynamic microphones, loudspeakers, and head sets are all sources of such harmful fields. Magnets used for magnetic notice boards, for example, have harmful magnetic fields."

Mechanical deformation occurs in mechanical and magnetic carriers as a result of playback equipment manipulation. Mechanical carriers suffer from scratches and grove distortion, while magnetic carriers suffer from serious defects in the playback process. Natural or man-made disasters are unanticipated events that endanger library collections. Its destructive effects include fires and floods. In both circumstances, books either burn out or get damp, rendering them useless unless promptly retrieved. The loss caused by calamity is not limited to books. A severe calamity, such as a wind or rain storm, earthquake, or tsunami, may cause floods in structures, as well as catastrophic fires and potentially loss of life. Few libraries have considered disaster management policies or implemented catastrophe prevention plans.

Such a strategy comprises resistance measures in the building during the design stage, as well as preventative measures such as assuring the safety of rare materials, providing fire extinguishers and water sprinklers, and installing a sump pump in the basement. The library should have a telephone tree, which is a list of vital phone numbers for calling the fire department, police, insurance companies, and enterprises that offer items needed in an emergency. Unit 9 delves further into catastrophe management. The library must have an ongoing disaster management program. This will involve frequent inspections of danger locations, such as the roof and gutters, for potential clogging; expert maintenance of the fire extinguisher system and air conditioning plant, among other things.

The library must also have an emergency plan in place to guarantee that in the event of a catastrophe, the necessary human skills and supplies for document rescue are accessible. The design of the library's building must include all of the different safeguards for the protection of its assets and collection. Iron bars should be used to reinforce rear windows. Security personnel at entry and exit points should be efficient and watchful. Reading rooms, particularly those containing rare items, should be monitored on a continuous basis. The lighting in the library should be adequate. All keys should only be in the hands of authorized individuals.

Common Causes of Digital Data Loss Digital preservation to avoid digital degradation is a hotly discussed topic. Apart from physical degradation, obsolescence of hardware, software, and storage medium, as well as inability to retain critical format information, may cause digital decay and loss of a digital document's whole content. In general, digital data are less ‘self-archiving' than print records, and they often need greater human work to define and give context for interpretation. Accidental Erasure Data loss happens when a file is mistakenly closed without being saved or when we write over a file while believing we are saving it. It may also happen when updating a file and there is a rapid increase in power supply.

Worms and viruses may infiltrate a computer via e-mail, diskettes, and CDs when an attachment is opened with the message. When a virus infects a software file, the program ceases to operate correctly. Worms damage hard drives by repeatedly replicating their files, leaving no room on the hard disk. Data loss is also possible if there is a sudden power outage and no UPS or battery backup is provided for PCs. Software Life Regardless of how modern your computer system is, software becomes outdated between eighteen months to three years. As a result, data must be backed up on a regular basis, and system and software application discs must be kept someplace accessible. Sometimes hardware compatible with the program is unavailable, rendering data

inaccessible. The BBC developed digital data about life in Britain in 1986 to mark 900 years since William the Conqueror wrote the Doomsday Book, but it can no longer be accessed since the necessary gear is unavailable. Furthermore, the tapes from the 1975 Viking Mars launch mission, as well as the Space Shuttle's old software and storage media, were discovered to be brittle. Digital data preservation is mostly experimental, with several hazards and unproven approaches.Preservation In the last section, we reviewed the causes that cause degradation. In this section, we will discuss various preventative steps that may be taken to safeguard the material from the degrading impacts of each element.

The goal of preservation is to retain information resources as near to their original state as possible, and if feasible, to convert them to new formats in order to extend their accessibility. "The ideal environment" for collection preservation is one in which the temperature and relative humidity are controlled, which is free of pollutants, has good ventilation, is free of mould, insects, and rodents, magnetic stray fields, and employs good maintenance and security practices." To protect library resources from the infrared radiation of direct light, windows should be outfitted with sun blinds, shutters, films, or a specific kind of glass designed for this purpose. Organic filters or sleeves should be used on fluorescent bulbs. Keep documents away from heat sources that generate infrared radiation. For delicate graphic materials, the light intensity should not exceed 50 lux. Light should be 50 lux for 8 hours and not exceed three months per year for items on exhibit in show cases. Air cleaning in stack areas should be provided by the library. Ongoing cleaning and dusting of the whole library will guarantee minimal degradation caused by dust particles. Only vacuum cleaners equipped with absolute filtration should be utilized. Solid particles may also be tested by filtering the ambient air. To minimize dust or soot buildup, air ducts should be cleaned on a regular basis.

Maintaining the correct temperature and relative humidity levels is the most effective strategy to keep biological agents at bay. Regular cleaning of the library and its environs, as well as unrestricted flow of fresh air, can help to improve the situation even further. Organic packing materials for mechanical or magnetic carriers, as well as food products, are not allowed in the library. Water leaking in drainage pipes should be investigated since it contributes to dampness development. Rodents should be managed by inspecting the building for their nests on a regular basis and utilizing mouse traps. Insecticides are thought to have a short-term impact. Most nations currently prohibit the use of thymol and comparable compounds. Current practice, according to Ross Harvey, is to avoid chemical controls if feasible. Instead, an integrated pest management approach is used, which includes environmental control, the freezing of impacted items, and continuing inspection and monitoring to identify the existence of pests and detrimental environmental conditions.

Artifacts and intellectual content coexist in library items. The preservation of library resources takes into account both elements of the contents. However, the two factors are not necessarily of equal importance. Frequently, the choice concerning preservation must neglect preserving the body of a substantially damaged document. In order to safeguard the text, it must be reformatted in microfilm or digital form. Similarly, sometimes a document is more valuable as an artifact and must be maintained in its current form, regardless of the worth of its intellectual content. Many

books illustrated during the Mughal period are cherished and should be preserved not so much for the content as for the miniature paintings, binding art, or calligraphy styles by great calligraphers.

Paying attention to "those aspects of in-house physical maintenance and repair that prevent needless deterioration and return damaged items to useable condition" is an essential part of the overall preservation activity. However, these features are primarily concerned with the preservation of artifacts, mostly paper-based objects, notably books. According to Ross Harvey, preservation labor is divided into two categories: a) refurbishment and collection maintenance, and b) binding. Refurbishing and Collection upkeep Refurbishing entails thoroughly cleaning each item in each shelf of each Almira. The cleaning should include the surrounds, equipment, and furnishings. The method may show the need for replacement or repair of certain equipment. It may also assist to enhance the book storage facilities, as well as the adoption of higher-quality equipment such as a humidifier and dehumidifier. Refurbishing is a proven approach to identify books that simply need repair or complete binding. The approach aids in identifying the need for more books to be transferred to the rare collection. The refurbishment is done after a few years. The on-going collection maintenance operations are similar to those of refurbishment, with the exception that a) they are year-round activities, and b) the focus is on frequent cleaning, tidying up, and keeping books upright. Every item in the collection will be reviewed at least once every two years.

Preliminary evaluation of goods to determine repair requirements is part of repair work. The real repair operation starts with washing the materials, followed by mending damaged places using strong acid free paper. The paper chosen should be as clear as possible. Japanese sheets are more suited for repair work. The glue used should be of the archival kind. How often it is utilized; its scarcity; and its monetary, artistic, historical, or other worth." Reformatting may be done in one or more of three ways: photocopy, microfilm, or digitally. Microfilm is favored over the other two because it is easier to store, is more durable, and, unlike digital media, does not need special technology or software to be used. However, since reformatting is a costly procedure, a full bibliographic record of the item transformed must be kept to prevent repeating the process for a content that has already been handled.

Binding library materials is an important aspect of collection preservation. To maintain library resources usable for a long time, they must be properly cared for. Certain types of materials need binding even before they may be placed on a shelf for users. Some examples are little booklets and paperback editions of textbooks.

Other resources are accepted by the library, and if left unbound, some pieces may perish, leaving the resource incomplete. The majority of library binding labor is focused with the binding of books, however periodicals are often bound after a volume is completed. A high percentage of books need binding owing to extensive usage, which causes the original binding to deteriorate. Carelessness in handling by personnel and/or users often leads in the disintegration of sections and pages of materials, necessitating their binding. Binding has progressed from a craft to a fine art. Many antique books are works of binding art. But we're not going to look at binding as a work of art.

Case binding, Library style, Flexible Style, The Sunk cord Style, Limp Binding, Loose-Leaf and Guard Books are examples of binding styles. Publishers are usually in charge of case binding. The text is sewed individually and then placed in a cloth-covered cardboard case. The card board in library style is divided and attached in the text unit with tape put between the split board. For books that need delicate binding, the flexible style is utilized. It requires extraordinary stitching, cutting, and covering skills. It has raised lining on the spine in the numbers five, seven, or nine. The fashion lasted until the early twentieth century. Sunk cord needed grooves cut in the spine to sink the chord so that it did not protrude above the spine. This results in a really nice binding. Gold imprints from precisely carved instruments adorn the spine and cover. However, the styles are too short for everyday use. Limp binding refers to books bound with vellum wrappers without hard covers, with the vellum going beyond the standard squares and entirely encompassing the foredge. This method is still used to bind many devotional books, particularly the Bible.

Library resources are often written in library style. These come in a variety of styles, including full leather, half leather, full cloth, half cloth, and board binding. The library style, which is popular in libraries, is not appealing, but it serves its goal of withstanding heavy and regular usage. Each kind is chosen based on the book's quality and preservation requirements. While the stitching procedure for the leather and fabric categories is the same, the covering materials differ. Leather and half binding are more durable and ideal for costly books that need to be preserved for extended periods of time, as well as reference books that are heavily used, such as dictionaries, encyclopaedias, and bibliographies.

Cloth binding is less durable and is suited for books that will be available in fresh editions in the future. Full leather binding is also common for coffee table books. Pamphlets are offered board bidding because to their modest amount of pages. For their books, libraries demand excellent bidding. Reinforced binding is another term for library grade binding. Details of reinforced binding quality have been proposed by the Joint Committee of the American Library Association and the Library Binding Institute. Dr. Ranganathan has also suggested strengthened binding as a method of bidding for library books. Textbooks and fiction books, which are often highly used, need regular binding.

CONCLUSION

Natural factors such as temperature and humidity extremes, light, air pollution, mildew, and vermin cause damage to library resources. Their negative consequences are often slow, cumulative, and permanent. By lowering the cost of replacing old resources, preservation allows the library to purchase more new materials. We ensure the preservation and perpetuation of our cultural history by maintaining the unique and original items in the library's Special Collections.

The terms preservation and conservation are often used interchangeably. Preservation refers to the routine upkeep of library materials, while conservation refers to the treatment and repair of previously damaged materials. The specific treatment of library items will be repaired via preservation and conservation.

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