

COLLECTION DEVELOPMENT POLICIES OF ARTS AND SCIENCE COLLEGES AFFILIATED TO CALICUT UNIVERSITY, KERALA-A STUDY

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ABSTRACT

This study is focused on the collection development policy in college libraries. It was conducted in arts and science colleges. Collection development remains a corner stone responsibility in academic and research libraries. A policy can be unwritten convention or a written document. The guidelines should be formulated keeping in mind the aims and objectives of the library and the current and future needs of its users. The policy statement should cover information /documents in all the subjects' field in a variety of formats. It implies that collection development policies are significantly changing, and libraries need to disseminate widely information on their collection policies. Collection development is a dynamic and continuous activity. It involves the users, the library staff, and the subject experts on selection team. It is not an end in itself, but a means to develop a need-based, up to-date, and balanced collection fit to meet the document and information needs of the users. Most library collection development policy statements include a description of user needs; an overview of what is collected to meet those needs; who on the library staff collects what; and a very detailed subject breakdown of what is regularly added to the collection. The collection development policy is a planning document produced by the library which identifies and communicates the long and short term collection goals and policies of the library system. Collection development policies also function as a guide to library resources for faculty, other users, and other libraries by describing the scope and nature of the collection. As an indication of collection strength and weakness, they can be useful in resource sharing and cooperative acquisitions. A well framed collection development policy is of a great help in developing a good collection.

Keywords: Collection development, College libraries.

INTRODUCTION

The Library's collection building activities are extremely broad, covering virtually every discipline and field of study, including the entire range of different forms of publication and media for recording and storing knowledge, with the exception of technical agriculture and clinical medicine (where it yields to the National Agricultural Library and the National Library of Medicine, respectively). The Library's goal is to formulate statements which are sufficiently inclusive to ensure this broad coverage, yet specific enough to serve the particular needs of the Library's varied clientele.

Definition

According to the 'The International Federation of Library Associations and Institutions' (IFLA), acquisition and collection development focuses on methodological and topical themes pertaining to acquisition of print and other analogue library materials (by purchase, exchange, gift, legal deposit), and the licensing and purchase of electronic information resources.

'Development of a library collection, including the determination and coordination of selection policy, assessment of needs of users and potential users, collection use studies, collection evaluation, identification of collection needs, selection of materials, planning for resource sharing, collection maintenance and weeding, and budgeting.'

Purpose

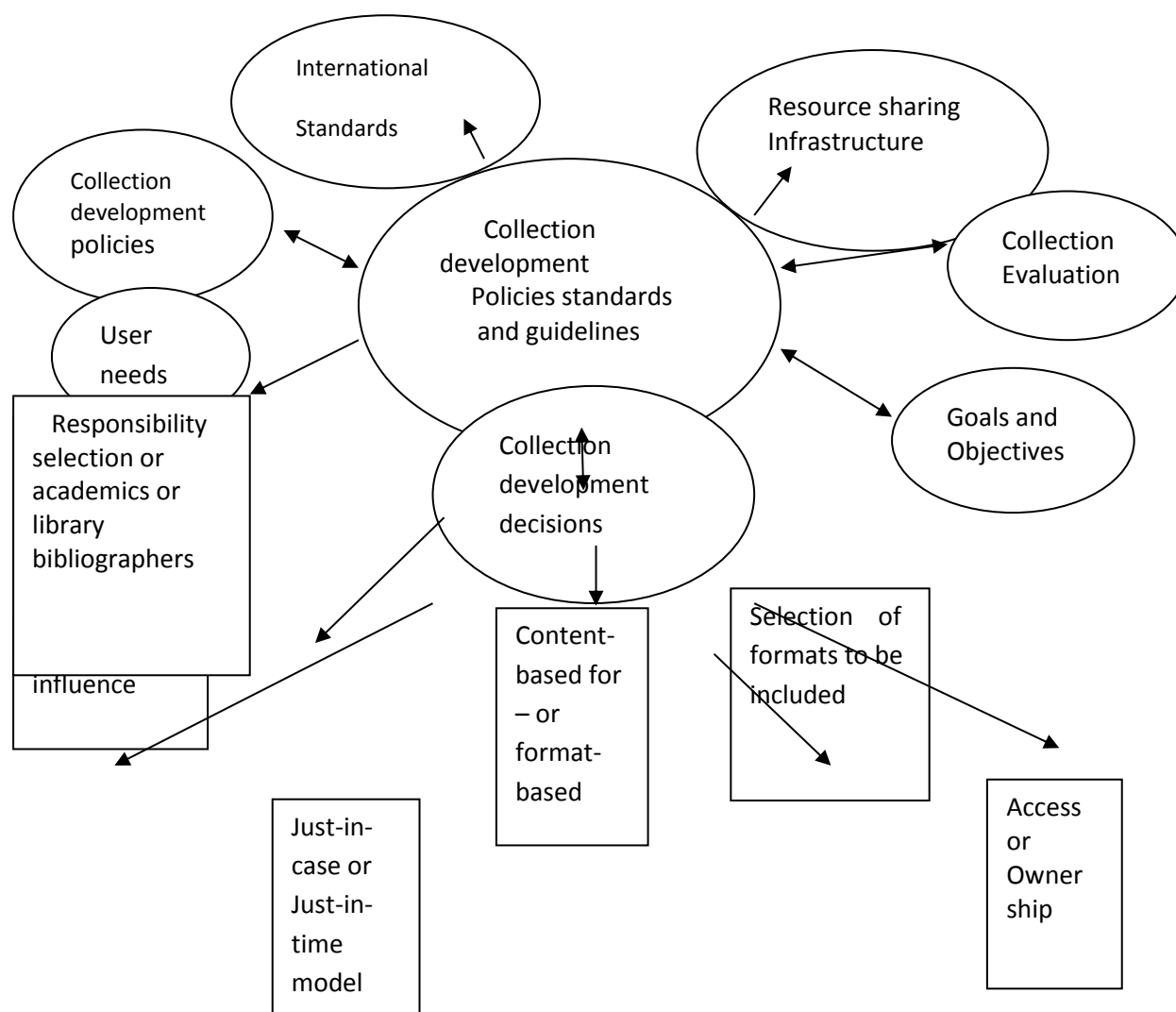
The processes of Collection Development include selection and deselection of current and retrospective materials, including gifts-in-kind; planning of coherent strategies for continuing acquisitions; input into preservation decisions; evaluation of collections to ascertain how well they serve user needs.

Collection Development and in Academic Libraries

Academic libraries must determine a focus for collection development determines a focus for collection development since comprehensive collections are not feasible. Librarians do this by identifying the needs of the faculty and student body, as well as the mission and academic programmes of the college or university. There is a great deal of variation among academic libraries based on their size, resources, collections and services.

Collection development and in academic libraries factors that influence collection development policies, standards and guidelines

There are also several pivotal decisions to be made which both influence and are influenced by the collection development policies, standards and guidelines adopted by each institution. Decisions must be made about who is responsible for developing the collection, whether a just-in-time or a just-in-case model will be followed, which formats will be included, whether the collection will be format- or content-based and to what extent ownership of items will be necessary



Goals of collection development policy

Collection development and management, as two important programmes of any academic library, must be driven by goals and objectives. Rowley and Black believe that the aim of collection development is to carry out a library's mission to create a repository or gateway to information for scholars today and to capture the intellectual heritage of the prevailing culture in order to benefit future learners and thinkers.

Determining user needs

Building collections which fail to satisfy the information needs of users would be a futile exercise. It is thus essential to ascertain such needs continuously and to anticipate future user needs. For the purposes of developing collection development policies, standards and guidelines, it is necessary to study the primary users of the collection, and to find out if there is information routinely sought on a particular topic by researchers and academics.

COLLECTION DEVELOPMENT POLICY (CDP)

- Composition of the user community
- Subject-by-subject evaluation of the collection – past, present and future
- Way in which funds are allocated from the library's budget
- Criteria for the selection of materials (both traditional and digital resources)
- Censorship, copyright and intellectual freedom issues
- Weeding policy
- Evaluation of the collection

International standards for academic libraries

In order to Endeavour to ensure that academic libraries meet the information needs of researchers and academics inter alia, it is necessary to look at standards which can serve as a guide both for the libraries and for their institutions and funders.

Standards for collection development budgets

In the first place, they are striving to continue to do what they did in the past and even to do more with no additional resources and support. Amongst the greatest problems facing these libraries is that collection development programmes for published material cannot be brought to fruition due to high inflation, the escalating costs of print journals and books, declining funding from the parent institutions and the vast range of formats needed by users and researchers.

Resource sharing

As academic libraries find it increasingly difficult to include all relevant published and digitally available material required to meet the needs of their users, so partnerships are being formed between libraries and other providers of information.

Collaborative collection development

One mechanism that is slowly coming into use is so-called collaborative collection development. This practice is manifested in several different ways and all serve to ensure that users of all participating libraries have easy access to a collection which is much larger than just that of a single academic library.

Interlending of library material

As it becomes increasingly difficult to maintain even just a core collection in libraries, so resource sharing becomes an increasingly large aspect of collection development of print media.

Collection Evaluation

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

Weeding

Weeding is an important part of any library's collection maintenance program. Weeding involves removing outdated, unused or worn-out items, so that current, information-rich, and visually appealing materials are easily seen and accessed.

Selection

Selection is the fun part of collection development. Use the collection evaluation to set your purchasing priorities and guide new purchases. Consider first the physical form: format, binding, appearance, illustrations, size, price, and series. Selection tools such as bibliographies, annotated lists, reviewing journals, award-winning lists, patron requests, are also useful in choosing new materials.

Changing Trends in Collection Development

As academic libraries and the channels through which information is transmitted continue to change, it is unlikely that libraries will be able to survive in the form they took in the late 20th century. Several authors have predicted future trends in these institutions. As library users are increasingly exposed to the vast amount of information available electronically, their demands on academic libraries will increase. Collection development and management will become more user-driven, dependent on available technology and the information marketplace. Also arising from the easy access to information via the Internet, in particular, it is predicted that in future, libraries will cease to be the major source of information for researchers and academics.

REVIEW LITERATURE

H Austin Booth, Kathleen O'Brien (2011) The aimed to ask how best to integrate cooperative and demand driven collection development in simultaneously lower costs, create efficiency, redundancy, increase the range of accessible materials and satisfy patron demand. The study presented an analysis of three demand driven cooperative collection development programmes describing the opportunities and challenges posed by such a combination and future directions and demand driven collaborative programmes.

Jeet K.W Paramalia, Esmat Momeni (2011) A survey was conducted through a questionnaire distributed to librarians of the public libraries under study. The other resources of data used for this study are annual reports and official records of the libraries at the professional and national level, The findings revealed the ratio of books collections with respect to viable population of different regions of Tehran. Only one region out of 22 regions has a book collection as user IFLA/UNESCO Guidelines.

Mathew Pciszek (2010) Explained that collection assessment is useful for determining the diversity of collection are not applicable for large libraries with diverse collections. He insisted that additional tools are to be developed to facilitate assessment of collections in large institutions. His paper illustrated several tools for diversity related collection development. He emphasized that librarians should rethink and examine diversity related collection assessment useful for large academic libraries..

Mallaiah and Gowda (2009) in paper "Collection Development in Mangalore University Library: A User Study" discussed the usefulness of collection development in a university library and attempted to find whether the UGC-INFONET E-journals were meeting the users Information needs. He further states that "for purpose of progress and development, the performance of library activities should be evaluated over certain periods, strengths, and weaknesses in services, which can be used as basis for actions and future plans."

Mary and Sankar (2008) "Collection Evaluation of PSN College of Engineering and Technology Library and PET Engineering College Library in Tirunelveli District". Authors described the various techniques of evaluating the document collection in academic libraries and evaluated the collection development practices of two engineering college.

Sharma (2008) evaluated the collection development in libraries of 38 engineering colleges of Orissa under title "Collection Management of Engineering College Libraries of Orissa: An Evaluative Study". Information was collected from libraries using questionnaires. Study concluded that growing dissatisfaction of the users arising from non availability of needed documents and lack of provision of services could be boiled down to some extent, by rendering at least CAS or current contents or information about latest addition to users.

Mandal and Panda (2005) in their research paper titled "Collection Development in the Internet Age and the Need for a Consortium in the Engineering College Libraries in West Bengal: A Study" discussed the different dimensions of collection development. The existing state of library collection and infrastructural facilities of 17 engineering college libraries in West Bengal were examined. Author suggested the staff training, provision of adequate staff and funds, appropriate infrastructure in IT and a need based collection

Pandita (2004) in her paper "Collection Development in the Digital Era" examined the impact of electronic format on the collection development. She pointed out that the policy of content development needs to be worked out and re-designed.

OBJECTIVES & METHODOLOGY

Need for the Study

The college library is a "knowledge industry". The knowledge industry lies in its collection. Proper maintenance of the already exiting library collection is most important responsibility, for collection development. The college libraries should plan systematically and carefully by understanding the mission, objectives, scope and goals of parent institution. The services weeding, storage and presentation and collection should follow it. Collection is the necessary basic for the development of future citizens. So it was held to have a study on the collection development in 12 college libraries.

Objectives

The following are the objectives of the study:

- To analyze the size, scope and significance of the collection.
- To know the level of automation
- To know the fund allocation for procuring library materials
- To know the periodicity of purchase of weeding and evaluation of collection

To find out the problems in purchasing of documents and also in processing of the documents.

To cite the future development in the library.

Scope of the Study

This study is focused on the collection Development Policy in college libraries. It was conducted in Arts and Science Colleges. It helps us to understand and assess the collection and development of twelve arts and science college libraries and is restricted to study of the collection development of books and periodicals. In view of the size and percentage of books in over all collection of a college library, the study is about the depth and pattern of book collection development.

Methodology

Methodology is a way to systematically solve the problem. It is a science of studying how research is done scientifically. Researches not only need to know the techniques which have, are to apply but also they need to know which of these techniques or methods should be adopted. In recent years several studies have been made to find out the use of documents by the users, and to assess their information needs. These studies have been helpful in evolving certain indicators, which are quite useful in the building of collection in different library contents.

Data Collection Techniques

In order to collect data for research there are some methods. They are survey method, observation method, questionnaire method and interview method. The data for this study have been collected by adopting two techniques namely, Questionnaire method and Interview method

Questionnaire Method

Questionnaire is a form prepared and distributed to secure responses to questions. It is a device for securing answers to questions by using a form which the respondent fill's by him.

Interview Method

The interviewer used an interview schedule. A schedule is a structured set of questions which are usefully asked orally recoded in writing by the interviewer. This permits the interviewer to express the question in such the fashion that the respondent can understand it most easily. Further the interviewer may probe more deeply when the occasion demands. This permits a more adequate interpretation of answers to each question.

Data Collection

To collect the necessary data, the researcher has visited 12 arts and science college library and observes the college library situation. The researcher got necessary data from librarian such as history of college, total collection of library in different subjects and sources of finance and selection procedure for book selection, acquisition procedure, periodicity of collection development, weeding process, committee member, automation etc was got

through questionnaire. All the 12 colleges filled in the questionnaire correctly and dully returned.

S.No	NAME OF THE COLLEGES
1	St.Aloysious College
2	Carmel Arts and Science College
3	Christ Arts and Science College
4	Kerala Varma Arts and Science College
5	M.E.S.Asmabi Arts and Science College
6	Prajyothi Arts and Science College
7	Panambilly Arts and Science College
8	Sacred Heart Arts and Science College
9	St.Joseph's Arts and Science College
10	St.Mary's Arts and Science College
11	St.Thomas Arts and Science College
12	Vimala Arts and Science College

Limitation of the Study

The study is limited to arts and science colleges located in Kerala state at Calicut University. The study covers only the resources of library not the users of library.

Data Analysis and Interpretation

The present study is an attempt to analyze the collection and services in various Arts and science colleges in kerala.It also reveals the services provided in the libraries and what are the problems faced by them and ensure better organization and effective services.

TABLE: 4.1: Types of College

Category	No.Of Colleges
Government	2
Government Aided	10
Total	12

The table 1 shows the category of colleges studied for the research work 2 Government colleges and 10 Government Aided colleges.

FIGURE: 4.1

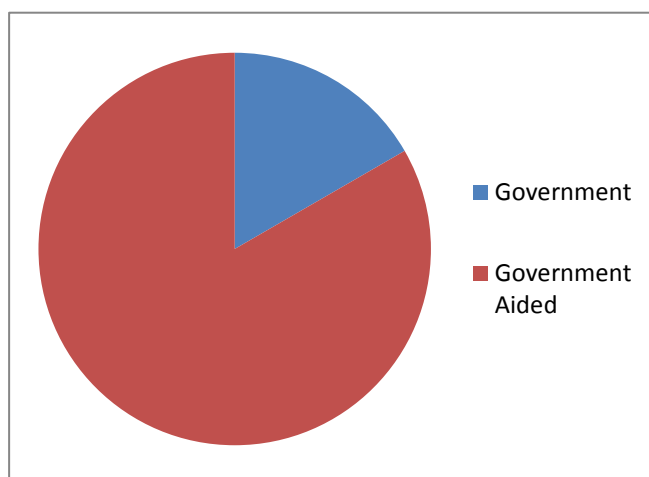


TABLE: 4.2: Distribution of Colleges Based on Year of Establishment

Sl.No	Name Of The College	Years Of Establishment
1	Aloysius College	1968
2	Carmel College	1981
3	Christ College	1956
4	Kerala Varma College	1947
5	M.E.S Asmabi College	1968
6	Prajyothi College	1994
7	Panambily College	1975
8	Sacred Heart College	1980
9	St.Joseph's College	1964
10	St.Mary's College	1946
11	St.Thomas College	1919
12	Vimala College	1967

The above table shows the year of establishment of the colleges under study.

TABLE: 4.3: Selection of Reading Materials (Ranking order)

COLLEGES	1	2	3	4	5	6	7	8	9	10	11	12
LIBRARY COMMITTEE	4	4	4	4	4	4	3	4	4	4	3	3
PRINCIPAL	1	1	1	1	1	1	1	1	2	1	1	1
LIBRARIAN	3	2	2	3	4	4	1	2	4	3	2	1
TEACHERS	2	1	1	1	2	2	2	3	1	1	1	1

All libraries have Library committee. The structure of library committee principal of chairman, Librarian as secretary and Head of the department and college student representative are the members of the committee. The table 3-represents that 12 colleges, Library committee to decide the authority to select books .In General library committee and librarian will decide to select books for library

TABLE: 4.4: Sources Used for Book SelectiON (Ranking order)

S.No	COLLEGES	1	2	3	4	5	6	7	8	9	10	11	12
1	Teachers Suggestion	1	1	1	1	1	1	1	1	1	1	1	1
2	Student Suggestion	2	4	2	2	2	2	2	2	2	-	2	2
3	Book Seller's List	3	2	3	3	3	3	3	3	3	2	4	3
4	Subject Bibliographers	-	-	4	-	-	-	-	-	4	-	7	-
5	Book Received On Approval	-	-	-	-	-	-	-	-	5	3	8	-
6	Book Reviews	4	-	-	-	-	-	-	-	6	-	6	-
7	Book Exhibitions	5	3	-	4	-	-	4	-	7	4	5	-
8	Publishers Catalogue	6	5	-	-	4	4	5	4	8	5	3	4

For purchasing books for library, the sources like teacher's suggestions, Book seller list, student suggestions, bibliography and publisher catalogue and book exhibitions. Except three colleges, other colleges ranked teachers suggestion has first choice and the also these colleges give importance to student's opinion. Mainly publisher catalogue is ranked as 3rd and 4th choices by some colleges respectively.

TABLE:4.5: Distribution of Colleges Based on Access System

S.NO	ACCESS POINT	NO F COLLEGES
1	Open	12
2	CLOSED	0

The above table shows the access system in the library.12 library has open system. open system is best because the books available in the stack will be browsed by the users and thus increase circulation .open access system will also help in collection development in users may become aware of books not available in the library .The use is enhanced increase in collection accessibility.

FIGURE:4.2: Distribution of Colleges Based on Access System

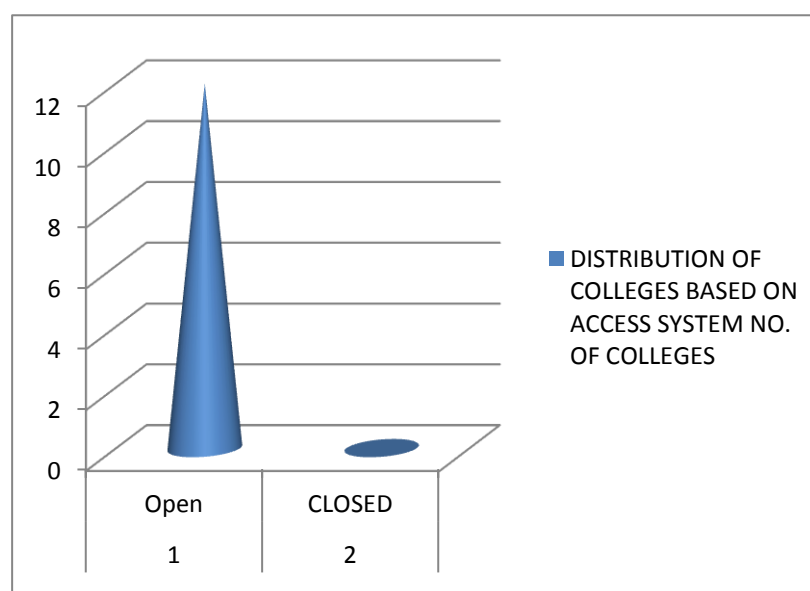


TABLE: 4.6: Forms of Collection

Name Of The College	Total Books	Referenc e	Text book	Theses	Project Reports	CD's	Journals	Magazine	New s Paper
Aloysius	30,923	30,000	1,34,00	850	200	1500	200	23	9
Carmel	28,000	500	27,500	300	10	500	130	5	7
Christ	70,000	4315	65,000	100	1000	700	53	10	8
Kerala Varma	70,000	5000	24,700	4500	300	2000	125	125	9

M.E.S Asmabi	27,000	15000	12000	20	30	200	100	6	7
Panambilly	31,582	1012	60775	30	200	30	20	17	9
Prajyothi	43,850	8046	5000	40	100	600	5000	100	7
Sacred Heart	21,500	6167	2975	62	-	600	90	58	4
St. Joseph's	64,380	5652	59896	1030	400	1088	301	18	10
St. Mary's	45,989	2492	2925	20	100	235	70	62	5
St. Thomas	79,100	4940	5100	-	-	600	17	17	10
Vimala	71,430	2046	4000	50	350	664	90	100	7

The collection is the backbone of any library for providing best services; the library should possess adequate and need based collection. Achievements of a library depend on huge collection depicts the various forms of library collection. In collection, thesis, CD'S, Project report, journals are included. Table 6 shows the tabulations of book collections in each college. Among the forms, books are majority in number followed by reference books and journals. St. Thomas College and Vimala College have collection more than one lakh document collection.

Table: 4.7: Book Bank

Name Of The College	YES	NO
Aloysius	1	
Carmel	1	
Christ		2
Kerala Varma	1	
M.E.S Asmabi	1	
Panambilly	1	
Prajyothi		2
Sacred Heart	1	
St. Joseph's	1	
St. Mary's	1	
St. Thomas		2
Vimala	1	

Book bank facilities are available for students below poverty line. A good number of colleges are interested in providing the budget for book bank. The few colleges are not interested in providing budget for book bank. This shows that there is no systematic allotment of fund for book bank. It is based on strength of SC/ST admitted.

FIGURE: 4.3: Book Bank

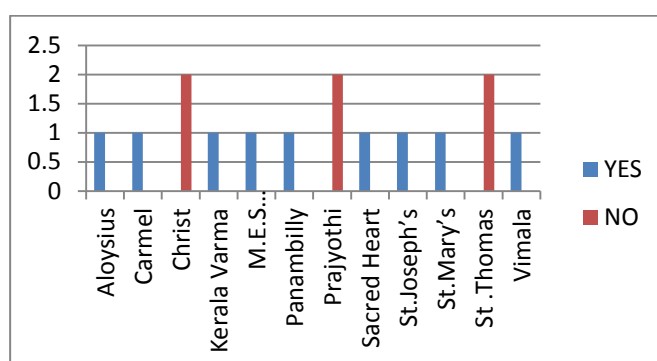


TABLE: 4.8: Documents Added to Library for Last 3 Years

Colleges	2010			2011			2012		
	Purchased Books	Gifted Books	NBM	Purchased Books	Gifted Books	NBM	Purchased Books	Gifted Books	NBM
Aloysius	4,225	50	35	3,90	40	-20	2,528	60	45
Carmel	1240	25	50	1039	50	25	522	40	30
Christ	12,37	100	50	1858	120	70	2,564	361	75
Kerala Varma	1,525	175	47	1,878	282	62	3564	260	50
M.E.S Asmabi	10,00	70	-	5000	10	-	1500	78	-
Panambilly	2694	133	-	1567	-	-	819	-	-
Prajothi	3,248	-	700	4194	-	800	5,174	-	600
Sacred Heart	1349	8	5	1213	30	1	1352	10	4
St. Joseph	667	114	-	2132	73	-	1043	114	-
St. Mary's	2,500	25	-	3,000	30	-	3,750	50	-
St. Thomas	250	20	-	400	24	-	680	40	-
Vimala	1314	20	15	1840	30	20	1838	12	10

This table 8 shows the actual number of books added to the collection as well as gifted books and non book materials added to the library collection.

FIGURE: 4.4

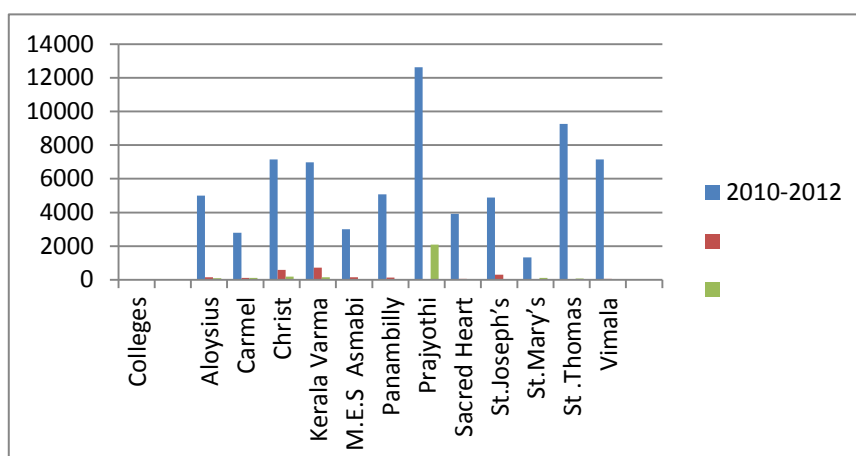


Table: 4.9: Library Building

COLLEGES	INDEPENDENT BUILDING	ATTACHED WITH COLLEGES BUILDING
Aloysius	Yes	No
Carmel	Yes	No
Christ	No	Yes
Kerala Varma	Yes	No
M.E.S Asmabi	Yes	No
Panambilly	Yes	No
Prajyothi	Yes	No
Sacred Heart	No	No
St. Joseph	No	Yes
St. Mary's	No	Yes
St. Thomas	No	Yes
Vimala	Yes	No

The table 9 shows the location of library (whether independent or attached with college) 7 colleges have independent library with full fledged facilities. In all other colleges, the library building is a part of college building which has convenient facilities for user community.

TABLE: 4.10: User Visit Daily

COLLEGES	STUDENTS	TEACHERS
Aloysius	450	15
Carmel	300	40
Christ	400	150

Kerala Varma	250	30
M.E.S Asmabi	200	50
Panambilly	350	40
Prajyothi	250	40
Sacred Heart	350	30
St.Joseph's	130	15
St.Mary's	800	100
St .Thomas	300	30
Vimala	102	20

Library is the combination of library collection, staff and students. The user is one of the pillars of the system. Table 10 shows the various user categories visiting the library per day. The user visits per day range between 102 to 800.

TABLE: 4.11: Library Facility

COLLEGES	DRINKING FACILITY	TOILET FACILITY
Alloysious	✓	✓
Carmel	✓	✓
Christ	✓	✓
Kerala Verma	✓	✓
M.E.S Asmabi	✓	✓
Panambilly	✓	✓
Prajyothi	✓	✓
Sacred Heart	✓	✓
St.Joseph	✓	✓
St.Mary's	✓	✓
St .Thomas	✓	✓
Vimala	✓	✓

The above table inferred that all the colleges have drinking water facility and toilet facilities in their library

TABLE: 4.12: Budget

S.No	COLLEGES	2010	2011	2012
1	Aloysius	62,000	75,000	2,05,000
2	Carmel	1,082,13	12,16,700	1,66,815
3	Christ	11,00,000	8,15,000	9,70,000
4	Kerala Varma	10,80,000	7,40,000	10,80,000
5	M.E.S Asmabi	5,50,000	6,10,000	6,50,000
6	Panambilly	10,00,00	8,00,000	8,00,000
7	Prajyothi	6,00,000	7,50,000	8,00,000
8	Sacred Heart	4,34,890	1,73,873	10,12,040

9	St.Joseph's	2,90,000	3,30,000	4,00,000
10	St.Mary's	6,10,000	5,50,000	6,00,000
11	St .Thomas	9,20,000	11,22,000	8,00,000
12	Vimala	12,20,000	8,50,000	9,50,000

The table shows the budget collected for the library. Vimala colleges get maximum amount of above 12 lakhs. There is a gradual increase in the sanctioning of budget to colleges covered in the study. The increase in budget allocation may be because of increase in procurement cost of book, journals and other materials.

TABLE: 4.13: Technical Processing

COLLEGES	CLASSIFICATION	CATALOGUE
Alloysious	DDC	AACR II
Carmel	DDC	AACR II
Christ	DDC	AACR II
Kerala Varma	DDC	AACR II
M.E.S Asmabi	DDC	AACR II
Panambilly	DDC	AACR II
Prajyothi	DDC	AACR II
Sacred Heart	DDC	AACR II
St.Joseph's	DDC	AACR II
St.Mary's	DDC	AACR II
St .Thomas	DDC	AACR II
Vimala	DDC	AACR II

Technical services include the work done behind the screen. The work behind the screen includes acquisition, classification cataloguing and processing etc. They are basically essential for the successful activities and functions of the library.

Technical books are the foundation for reader server. They may be same or differ from library to library. But the basic work like classification, cataloguing and photocopying are common in all colleges. To satisfy the third and fourth law, the college library should adopt suitable classification scheme and catalogue code. From the table 13, it is noted that all colleges adopts DDC and computerized catalogue. All libraries adopt OPAC for cataloguing work.

TABLE: 4.14: Number of Books Per User Category

COLLEGES	U.G STUDENT	P.G STUDENT	TEACHERS
Aloysius	4	5	5
Carmel	5	6	6
Christ	4	4	6
Kerala Varma	2	4	5

M.E.S Asmabi	3	5	5
Panambilly	3	5	6
Prajyothi	3	5	8
Sacred Heart	3	6	8
St.Joseph's	4	7	7
St.Mary's	3	10	10
St .Thomas	3	10	10
Vimala	3	8	5

The above table shows that St.Mary's and St.Thomas Colleges is issues number of books per user's category.

TABLE: 4.15: Library Services

COLLEGE S	REFERENC E	C.A.S	S.D.I	REFERRA L SERVICE	BIBLIOGRAPHI C SERVICE	PHOTO COPY SERVIC E
Aloysius	yes	Yes	yes	yes	yes	yes
Carmel	yes	Yes	yes	no	no	yes
Christ	yes	Yes	no	no	no	yes
Kerala Varma	yes	Yes	no	no	yes	yes
M.E.S Asmabi	yes	Yes	no	no	no	yes
Panambilly	yes	Yes	no	no	no	yes
Prajyothi	yes	Yes	yes	no	no	yes
Sacred Heart	yes	Yes	no	no	no	yes
St.Joseph's	yes	Yes	no	no	no	yes
St.Mary's	yes	Yes	yes	no	no	yes
St .Thomas	yes	Yes	no	no	no	yes
Vimala	yes	Yes	no	yes	yes	yes

According to Krishna Kumar says that library service is non traditional approach emphasizes to provide exact information in anticipation. The table 15 shows that every colleges have reference service, C.A.S, Photocopy service. Some colleges are not provided Referral service, S.D.I, Bibliographic service. The cost for the photocopy of one page is one rupee. The circulation of the books in all the colleges is through computer operation. The six colleges are using Lib-software and other six colleges adopting different software.

CONCLUSIONS

Collection development and in academic libraries is a complex and important part of providing an infrastructure in which academics and researchers can acquire the information they need. This requires the formulation of clear goals and policies which must be in keeping with the goals and mission of the library and institution as a whole. The ultimate responsibility for collection development rest with library bibliographers who are assisted in

their decision making by academics. The library and information centers are re-evaluating their collections, services and information delivery system. The user community also expects the information in the easily accessible form. Friendliness is the essential component of the library system. Thus it fulfills the books are for use and every book has its reader which is requirement of Dr.S.R.Ranganthan who is the father of library science if the library has it users regularly the quality of the library may be increased.

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