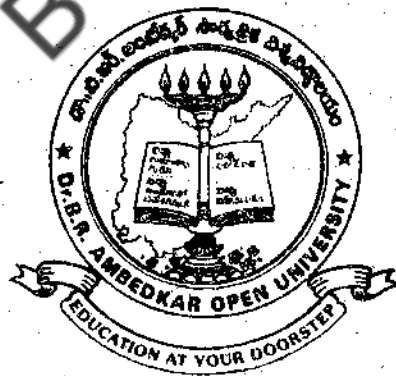


# PUBLIC LIBRARIES

M.L.I.S.C.-07C

BRAOU



**Dr. B.R. AMBEDKAR OPEN UNIVERSITY**

**Hyderabad**

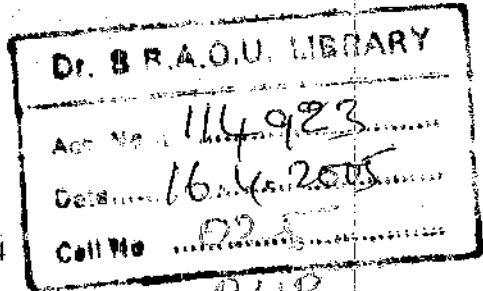
**1998**

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## COURSE-07(C) : PUBLIC LIBRARIES

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This elective course 'Public Libraries' conforms to the syllabus of the Master of Library and Information Science (MLISc) offered by Dr B R Ambedkar Open University. As you have done BLISc, you are familiar with the structure of the programmes and the course material developed by the open universities. For the sake of convenience, the syllabus is divided into blocks, each of which comprises a number of units. Each unit generally covers a specific area of the subject. The units are prepared by specialists in accordance with the format so designed to enable you read and understand them without much difficulty. Each Unit begins with the contents list and a statement of its aims and objectives, followed by an introduction to the content of the unit. The content of the units are divided into sub-themes and are numbered upto three levels for easy reference. Each unit ends up with Let Us Sum Up, Assignments, References, Recommended Books and Model Examination Questions.

The modern public library contributes significantly to the cultural, educational, social, economic, and in short all-round development of the society. The public library has been viewed as a cultural centre, a social institution, a living force for democracy, an instrument of information education, an information bureau, so on and so forth. *The Public Library Manifesto* (1994) proclaims the Unesco's belief in the public library as a living force for education, culture and information and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women. The public libraries recognise the needs of every community and try to reach out to serve them in their communities. With the easy accessibility of computer and communication technologies in recent times, public libraries have become true centres of information. Thus, the modern public library occupies a significant place in the curricula of library and information sciences at undergraduate as well post-graduate levels.

The aim of this course is to provide a specialisation in the subject of public libraries to those who are interested in it.

The specific objectives of the Course are

- to introduce the concept of public library, its functions, types, services and especially its role in the modern society.
- to provide an overview of the development of public libraries in USA, UK and India.
- to provide an understanding of library movement and legislation in India, with special reference to Andhra Pradesh.
- to critically examine the national policy on library and information system in India.
- to familiarise the learners with various norms and standards used in public libraries.

- to provide an understanding of the management of public libraries with regard to building and furniture, finance, personnel and collection development and maintenance.
- to familiarise the learners with the areas of public library automation, library networks and resource sharing.

In the following blocks and units of this course material, we have tried our best to give much importance to familiarise the learners with the current topics of interest like library networks and public library automation, besides usual topics on concept, development and management of public libraries. Your university hopes that the course material will help you to get yourself acquainted with the contents of Course-07(C): Public Libraries. The counselling-cum-contact sessions provided at your study centre will help you to get clarification of your doubts.

BRAOU

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# BLOCK-I : INTRODUCTION TO PUBLIC LIBRARIES

Public libraries are the social institutions accessible to each and every individual in the society. They are for free and equal use by all members of the community regardless of race, colour, age, sex, religion, language, status or education attainment. Public libraries play a major role in the cultural, social, economic and educational development of the society. Therefore, it is imperative for us to understand the concept of public library, its role in the modern society, types of public library systems - urban and rural, and the attempts towards framing a national policy on public library services in India in this Block.

Unit 1 provides the concept of public libraries, their objectives and functions. It also deals with the *Public Library Manifest of Unesco (1994)*.

Unit 2 examines the role of public library in the modern society. It broadly discusses the role of public library in literacy, adult education and distance education, and also in cultural, social, political and economic development of an individual as well as community.

Unit 3 broadly categorises the public library systems as urban and rural. It deals elaborately about various libraries and their functions listed under these two categories.

Unit 4 is devoted to national policy on public libraries. It explains the goals of the policy and the attempts made in India towards framing a National Policy for Library and Information Systems (NAPLIS).

Thus, after going through these units you will have a clear idea about the concept of public libraries and the role they play in the development of society.

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# UNIT - 1 : PUBLIC LIBRARY CONCEPT

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## Structure

- 1.0 Aims and Objectives
- 1.1 Introduction
- 1.2 Public Library Objectives
- 1.3 Public Library Functions
  - 1.3.1 Preservation
  - 1.3.2 Cultural Role
  - 1.3.3 Educational Role
  - 1.3.4 Information Role
  - 1.3.5 Community Information
  - 1.3.6 Recreation
- 1.4 Unesco Public Library Manifesto
  - 1.4.1 Missions of the Public Library
  - 1.4.2 Resources and Services
  - 1.4.3 Conditions Necessary for the Growth
- 1.5 Let Us Sum UP
- 1.6 References and Recommended Books
- 1.7 Assignment
- 1.8 Model Examination Questions

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## 1.0 AIMS AND OBJECTIVES

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- This unit aims to introduce the concept of public library, its functions, objectives and services.

After studying this unit you should be able to

- explain the concept of a public library
- list various objectives, functions and services of a public library,
- give an account of the UNESCO's Public Library Manifesto.

## 1.1 INTRODUCTION

Accurate and precise definition of the public library is almost surprisingly difficult to arrive at. Joeckel defines the public library as 'any library with the responsibility of providing free service of a general nature to the people of a particular community'. In the words of Jast the public library is a "public institution supported by taxation, one that opens its collections, facilities and services without distinction to all citizens". The UNESCO defines public libraries as those which serve the people of a community or region free of charge or for a nominal fee, emphasising that they may serve the general public or special categories of public. To fulfill its purpose, the public library must be readily accessible and its doors open for free and equal use by all members of the community regardless of race, colour, age, sex, religion, language, status or educational attainment.

To Americans the 'public library is characterised by universality and independence', and 'it should be free to all residents of the community'. The Germans view public library from three angles: In the *first* place the library is a public property without regard to its accessibility to and use by the public or it is an official or school library to be used by officials and educators only. *Secondly*, the concept refers to the regulations of the rights and duties to users under public law. *Lastly*, it also refers to the common free use of the library. Edward Edwards, a pioneer of the British public libraries, in his *Memoirs of Libraries* (1859) enunciated two principles for libraries: that they should be free from political or religious patronage and they should be maintained from funds levied from the whole tax paying community and administered by its representatives.

The concept of public library includes four elements, i.e.,

- 1) The public libraries are available for loaning materials and reference purposes to all citizens
- 2) Second, that public libraries are mainly supported from public funds, either on a local, state or national basis
- 3) The third element, as far as the individual is concerned, is that it should be free
- 4) The fourth element is that all materials should be made available as integral part of the rights of man.

The concept of public library as we understand today is not too old. The beginning of public library as an institution can be traced to the advent of the British in India. Though the British came to India to rule us, yet they carried with them the cultural heritage of reading to India. They provided the necessary inspiration to the starting of public libraries in India.

The scientific and technological changes have changed the face of the human society. Consequently, new socio-economic patterns are emerging. As a part of these changes, the role of the public library is also changing. Unlike other types of libraries, the objectives, scope, functions are affected by the social, political, economic and technological changes. The new forces like urbanisation, automation, adult education, research, information explosion and inflation have posed new challenges to our public libraries.

The public services are founded on certain deep rooted beliefs. In the first place, it is believed that reading can alter the outlook of the humans for better. Secondly, it is universally believed that education is an effective instrument of change. Enlightened citizens can make meaningful participation in the functioning

of democracy. Thirdly, information is a national resource, and the advancement of any nation ultimately depends on the utilisation of information by its citizens.

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## 1.2 PUBLIC LIBRARY OBJECTIVES

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The objectives differ from society to society and from period to period. The objectives cannot be stated in terms of any single global formula applicable universally. Rather the aims and objectives of any library must evolve out of needs and conditions prevailing in a particular community. Following this line of argument, we find the differences in objectives between the Communist countries and the non-communist countries as well as between the developed and developing countries.

The original British public library was a major instrument and an institute for the normal education for those were deprived of formal education. The earliest founders of American public libraries believed that the public library would help the largest number of persons to participate in the functioning of democracy.

There are many fundamental differences in regard to conditions under which information systems operate in Socialist and Capitalist countries. In Russia after the Great revolution a network of libraries was stated with two-fold objectives: *one* - to educate the people to reorient their thinking to the ideology of the new government and *two* - to link the cultural level of the city and the village. In the countries of Commonwealth where the library services are of recent origin, the primary objective is education. Coming to India, the public library should be a dynamic force not only in preparing a better individual, whose participation in the nation building is productive and democratic process meaningful.

The first seminar on public libraries in Asia was held in Delhi in 1955. The meeting reiterated its faith in the public library's value in social, material and cultural development of the citizen. Five years later at a regional seminar on South Asian Libraries again held in Delhi stress was laid on greater cooperation between public libraries and adult education groups. The *Public Libraries and Their Mission* by Andre Maurois, published by UNESCO, spells out the specific aims of public libraries.

In 1971 the Library Association (UK) set out the following objectives for public library services:

**Education:** Foster and provide means for self development of individual group at whatever age of education, closing the gap between the individual and recorded knowledge.

**Information:** To bring to the individual group accurate information quickly in depth particularly on topics concern.

**Culture:** To be one of the principal centers of cultural life and promote a keener participation, enjoyment and appreciation of arts, and

**Leisure:** To play a part in encouraging the positive use of leisure and provide materials for reading.

In his *Library Manual*, S.R. Ranganathan outlines the library as a social institution. As seen it has to serve several purposes:

- 1) It should help to provide life-long self education to one and all.
- 2) It should furnish up-to-date facts of information on all subjects.

- 3) It should distribute, in an enhanced and balanced way, all shades of recorded views and thought to one and all, as a help in the discharge of their political functions on aspects of local, national and international affairs.
- 4) It should contribute to productive drive by informing top management of the latest trends in diverse enterprises by ploughing back into the minds of researchers, designers and technologists every piece of relevant new thoughts promptly and directly.
- 5) It should provide to one and all a harmless and elevating use of leisure.
- 6) It should preserve the literary remains of humanity for posterity, as vehicles of culture and as source of materials for antiquarian research.
- 7) It should work for continued well-being, as the agency in charge of all recorded knowledge.

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### 1.3 PUBLIC LIBRARY FUNCTIONS

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There are several functions either attributed or actually performed by the public libraries. Some of the major functions are listed here.

#### 1.3.1 Preservation

In the past the sole function of libraries was preservation. *Books For All* has overshadowed the custodian function. Many advocate that except in the case of national libraries, all other types of library should totally give up this function in favour of the services to the current users. In practice all libraries preserve at least some documents for the users of the future. The public library is no exception to this practice. For example, public libraries preserve 'local collections' and valuable 'private collections'.

#### 1.3.2 Cultural Role

In many types of library especially in public libraries, the cultural role is very important. There are differences in the way the word 'culture' is used. From the library point of view the word includes all forms of recreational activity including reading. The cultural role of the public library is not restricted to the promotion of reading. In a wider sense, the public library itself is considered as a cultural centre of the community. The public library normally promotes cultural activities like lectures, concerts, exhibitions etc. It also uses secondary types of materials such as video cassettes and other visual methods. These activities are undertaken for their own sake, and not necessarily to encourage reading habit.

#### 1.3.3 Educational Role

The degree to which libraries are 'educational' depends on how one defines education. It would be easy to identify this specific role if we recognise the existence of the distinction between the two main channels of education - formal and nonformal.

a) **Formal Channels:** The educational role of the academic libraries is straight forward. In the universities and colleges the library is geared to the educational needs of the institutions concerned and in secondary schools, it is an internal part of the curriculum. The public library plays a supplementary role in the educational process by providing reading materials to the students at different levels.

b) **Non-formal channels:** The number of non-formal channels of education has multiplied and are gaining momentum. The primary aim is to democratise educational facilities. In all these the public library must be quick in responding to the needs of the learners. There is one area where the public library should assume a positive and dynamic role i.e., adult educational programmes. The recent estimates show that the literacy in India is below 50 percent. So the major problem now is to improve the conditions of the masses. As such the public library must be integrated with the literacy programmes for the adults and neo-literates.

### **1.3.4 Information Role**

Dissemination of information is being widely recognised as an integral part of modern librarianship. Many of the public libraries are already rendering the conventional reference service and they are capable of undertaking the information role. In another sense also, the public libraries are engaged in the information role when they provide the basic inputs to mass communication media like the TV, Radio and Press.

### **1.3.5 Community Information**

Information is an essential element in the lives of mankind for both survival and progress. The poverty levels of the developing countries can be traced to the ignorance of its citizens. Therefore, there is a need for the public library to assume the role of providing community information services.

A community information service rendered by public library is primarily community information and referral service which includes everything and anything required by the members of the community. Community Information Service is generally divided into two categories: 1) Community Information for members of the community for their individual or personal development, and 2) Community Information about the community planning and development. The first one consists of information on available facilities and resources and existing schemes, activities, programmes relating to health and hygiene, education, employment, travel and tours, finance etc. The second category of service is of immense value for planning development of local community in particular and of the nation in general. All relevant information about human resources, natural resources, institutions, industries is collected and provided to the needy. There are millions of Indians who are not able to take advantage of the several welfare schemes provided by the government because of ignorance. The National Policy on Library and Information Systems (NAPLIS) study recommended for the provision of community information.

### **1.3.6 Recreation**

Present-day living offers to the whole community leisure time. Many people are still unable to occupy their spare time effectively and thus find themselves bored. Thanks to the availability of gadgets more leisure is available to the housewives. In the rural side, the farmers are free during the off season. The number of the retired people is on the increase. If the leisure time is not properly channelised, social conflicts and tensions can build-up. So any contribution from the public library towards effective use of leisure time must be regarded seriously. It is towards this end the public library makes available fiction and other light reading materials.

## 1.4 UNESCO PUBLIC LIBRARY MANIFESTO

Towards the end of 1949 the UNESCO issued the Public Library manifesto, truly the first document spelling out the responsibilities and potentialities of public library. This has been revised twice, and the 1994 version is given below.

This manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO, therefore, encourages national and local governments to support and actively engaged in the development of public libraries.

The public library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures. (*Unesco Public Library Manifesto, 1994* is abridged and given in the Appendix to this Unit).

### 1.4.1 Missions of the Public Library

The following key missions of the public library, related to information, literacy, education and culture should be considered:

- 1) creating and strengthening reading habits in children from an early age;
- 2) supporting both individual and self conducted education as well as formal education at all levels;
- 3) providing opportunities for personal creative development;
- 4) stimulating imagination and creativity of children and young people;
- 5) promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
- 6) providing access to cultural expressions of all performing arts;
- 7) fostering inter-cultural dialogue and favouring cultural diversity;
- 8) supporting oral tradition;

- 9) ensuring access for citizens to all sorts of community information;
- 10) providing adequate information services to local enterprises, associations and interest groups;
- 11) facilitating the development of information and computer literacy skills; and
- 12) supporting and participating in literacy activities and programmes for all age groups, and initiating such activities, if necessary.

#### 1.4.2 Resources and Services

The public library must offer to adults and children the opportunity to keep in touch with their times, to educate themselves continuously and keep abreast of progress in the sciences and arts.

Its contents should be a living demonstration of the evolution of knowledge and culture, constantly reviewed, kept up to date and attractively presented. In this way it will help people to form their own opinions and develop their creative and critical capacities and powers of appreciation.

The public library is concerned with the communication of information and ideas, whatever the form in which these may be expressed. The total collection should include materials of all forms and on all subjects, to satisfy all tastes at differing educational and cultural standards. All languages used by a community should be represented.

The public library building should be centrally situated, accessible to the physically handicapped, and open at all times convenient to the user. The building and its furnishings should be attractive, informal and welcoming, and direct access by readers to the shelves is essential.

The public library is a natural cultural centre for the community, bringing together as it does people of similar interests. Space and equipment are therefore necessary for exhibitions, discussions, lectures, musical performances, both for adults and children.

Branch libraries and mobile libraries should be provided in rural and semi-urban areas. Trained and competent staff in adequate numbers are vital to select and organize resources and assist users.

1) **Use by Children:** It is in early life that a taste for books and the habit of using libraries and their resources are most easily acquired. The public library has therefore a particular duty to provide opportunity for the informal and individual choice of books and other materials by children. Special collection and, if possible, separate areas should be provided for them. The children's library can then become a lively, stimulating place, in which activities of various kinds will be a source of cultural inspiration.

2) **Use by Students:** Students of all ages must be able to rely on the public library to supplement the facilities provided by their academic institutions. Those pursuing individual studies may be entirely dependent on the public library to meet their needs for books and information.

3) **The Handicapped Reader:** There is an increasing concern with the welfare of the elderly and all handicapped people. Problems of loneliness, and mental and physical handicaps of all kinds can be eliminated in many ways by the public library.

Improved means of access, provision of mechanical reading aids, books in large print and recorded on tape, service in hospitals and institutions and personal service to the home are some of the ways in which the public library can extend its services to those who need it most.

### 1.4.3 Conditions Necessary for the Growth of Public Libraries

The history of human civilization vividly reveals that the social institutions in certain societies have not only survived the ravages of time, but also advanced and in some cases they have faced premature death. The obvious reasons for such happenings are the presence or absence of certain favorable conditions. Libraries have developed well in the developed countries. But it is not a success story in the developing countries.

- (1) The twin predominant factors responsible for the sound footing of public libraries: are the public appreciation and the government support. The developing countries are yet to realise that they need first hand public libraries. They do not esteem them, except in a sentimental way. Therefore it is necessary for the public library to come out with a set of concrete objectives which can be practically fulfilled. If faith is created among the public that the public library can solve the economic and social problems, the support of the public can be counted upon.
- (2) The government's involvement is also indispensable. The only way by which the government can be convinced is by showing them with sound logic that information is a national resource and in running the libraries the government should be an active partner.
- (3) Universal library services is too much to hope for in a country where 50 per cent of population is illiterate. One reason quoted for the slow spread of library movement in India is the failure of compulsory educational system.
- (4) The social structure of Indian life is inherently incapable of providing the strong motivation for reading since much reading is motivated by its utility.
- (5) Though one might expect the women of India to be library users because of the leisure time at their disposal, the social attitude towards women favouring seclusion and high percentage of illiteracy among them are the factors inhibiting reading.
- (6) Libraries, it is argued, are not separate systems, they are as a matter of fact integral parts of larger systems like education, research and health. If such an alignment is neglected, it is feared that the libraries will suffer decline.

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## 1.5 LET US SUM UP

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Let us recapitulate what has been discussed so far in this unit.

- \* Public library is a public institution accessible to all members of the community regardless of race, colour, age, sex, religion, language, status or educational qualification. It serves the community free of charge mostly or for a nominal fee.
- \* The main objectives of a public library are education, information, culture and leisure.
- \* The major functions of a public library are preservation of human knowledge embodied in documents, promoting cultural activities, supporting education (formal and non-formal channels), providing referral/information services, community information services and recreation.
- \* Unesco Public Library Manifesto (1948, revised in 1972 and 1994) has enumerated the missions, resources and services, and conditions necessary for the growth of public libraries.

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## 1.6 REFERENCES AND RECOMMENDED BOOKS

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BENGE, Ronald C. *Libraries and Cultural Change*. London: Clive Bingley, 1970. Chapter 13.

MURISON, W.J. *The Public Library*. London: G.G. Harrap, Chapters 7, 8 and 11.

VERMA, S.L. "Role of public libraries promotion of literacy and adult education" (IN *public library development perspectives and staffing pattern in libraries and information centres*. Delhi: ILA, 1985. pp.100-106.

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## 1.7 ASSIGNMENT

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Critically examine the Unesco *Public Library Manifesto 1994* in the context of developments in information technology and their use in modern public libraries.

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## 1.8 MODEL EXAMINATION QUESTIONS

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### I ESSAY QUESTIONS

- 1) List out the public library objectives propounded by various library/information science experts and organisations at national and international level.
- 2) Discuss the various functions of public libraries.
- 3) Explain the missions of public libraries as pronounced by Unesco.

### II SHORT NOTES

- a) Community Information
  - b) Educational Role of Public Libraries
- 

## 1.9 APPENDIX : UNESCO PUBLIC LIBRARY MANIFESTO, 1994

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Unesco's *Manifesto for Public Libraries* was first published in 1949. The second revised edition was published in the International Book Year, 1972. Both were prepared in collaboration with IFLA. The present revised (third) version of the *Manifesto* was also prepared in cooperation with IFLA. This version attempts at capturing the current global aspiration of all the nations in freedom, prosperity and development through public libraries.

### 0 Introduction

Freedom, prosperity and the development of society and of individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active rôle in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups.

This manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women. UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

## **1 Public Library**

The public library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials, for example, linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.

## **2 Missions of the Public Library**

The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

- 1 creating and strengthening reading habits in children from an early age;
- 2 supporting both individual and self conducted education as well as formal education;
- 3 providing opportunities for personal creative development;
- 4 stimulating the imagination and creativity of children and young people;
- 5 promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
- 6 providing access to cultural expressions of all performing arts;
- 7 fostering inter-cultural dialogue and favouring cultural diversity;
- 8 supporting the oral tradition;
- 9 ensuring access for citizens to all sorts of community information;
- 10 providing adequate information services to local enterprises, associations and interest group;
- 11 facilitating the development of information and computer literacy skills;

- 12 supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

### 3 Funding, Legislation and Networks

The public library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy, culture, information provision, literacy and education.

To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

The public library network must be designed in relation to national, regional, research and special libraries as well as libraries in schools, colleges and universities.

### 4 Operation and Management

- A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organised effectively and professional standards of operation must be maintained.
- Cooperation with relevant partners for example, user groups and other professionals at local, regional, national as well as international level has to be ensured.
- Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.
- The library services must be adapted to the different needs of communities in rural and urban areas.
- The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.
- Outreach and user education programmes have to be provided to help users benefit from all the resources.

### 5 Implementing the Manifesto

Decision makers at national and local levels and the library community at large, around the world, are hereby urged to implement the principles expressed in this Manifesto.

Source: *Herald of Library Science* V34(3-4) July-Oct.1995,p.252-3.

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## **UNIT - 2 :   ROLE OF PUBLIC LIBRARIES IN MODERN SOCIETY**

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### **Structure**

- 2.0 Aims and Objectives
- 2.1 Introduction
- 2.2 Public Library Services
- 2.3 Public Library and National Policy
- 2.4 Role of Public Library in the Modern Society
- 2.5 Let Us Sum Up
- 2.6 References
- 2.7 Recommended Books
- 2.8 Model Examination Questions

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### **2.0 AIMS AND OBJECTIVES**

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The present unit aims to introduce you the role of public library in the modern society.

On reading the unit, you will be in a position to

- explain the concept of a public library, its services and functions
- discuss the provisions in the National Policy on Library and Information System in respect of public library
- discuss the role of public library in the modern society.

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### **2.1 INTRODUCTION**

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Library is an effective repository of our cultural heritage. It has been regarded as a storehouse of knowledge and a living pool of culture. Its main objective is to provide right information to the right user in a right reasonable time.

A public library is one which is open to public use. It is the property of the people. A public library is the local gateway to knowledge, provides a basic consideration for life-long learning and promotes cultural, social and individual development.

In Unit 1 you have studied the concept of public library and its functions in detail. In this unit you will learn about the specific role of the public library in the contemporary world.

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## **2.2 PUBLIC LIBRARY SERVICES**

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A public library provides the following services:

- 1) Issue of documents
- 2) Inter library loan
- 3) Provision of general and specific information
- 4) Assistance in the searching or location of documents or use of library catalogue or understanding of reference books
- 5) Readers advisory services
- 6) Compilation of bibliographies
- 7) Referral services
- 8) Extension service and
- 9) Library orientation and Bibliographic instruction.

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## **2.3 PUBLIC LIBRARY AND THE NAPLIS**

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The draft document on National Policy on Library and Information System (NAPLIS)<sup>1</sup> has laid down the following provisions as to what constitute the role of public libraries in the modern society and the expectations of the Public Library System in India:

- \* The most important task before the Government is to establish, maintain and strengthen the free public libraries in the country and enable them to work as a system.
- \* An important link should be established between the community library of the village and the village primary school.
- \* The community library should also primarily cater to adult education and make adequate audio-visual aids available to attract the illiterate villagers.
- \* The district library should serve as an apex library for each district with public libraries at city, town, and village levels constituting important components in the district library system. The district library and branch libraries should also arrange mobile and circulating library services within its area wherever it is necessary and feasible.
- \* Libraries for special groups should be built in areas of tribal concentration or of minority communities to develop their distinctive cultures.
- \* Each public library should have a section for children and, in addition, separate libraries for children with attractive books and audio visual supporting materials should be established wherever possible. The district library will take leadership in establishing linkages between all other public libraries of the district and work towards resource sharing within the area.

- \* The key role of public library as chief sustaining agencies of distance education should be recognised and they should be adequately equipped with the relevant resources for this purpose.
- \* All the libraries within the state should form part of a network extending from the community library of the village through intermediary levels to the district and to the state central library.

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## **2.4 ROLE OF PUBLIC LIBRARY IN THE MODERN SOCIETY**

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The role of a modern public library is just what a temple had been till about a hundred years ago. In those days a temple used to be the nerve centre of various social, cultural and spiritual circumstances, a public library shall have to play vital role and has to enter into the very heart of the life of every citizen.

In short, a public library shall be a multipurpose agency which serves the community in their overall development.

We can broadly categorise the role of public library in the modern society under the following headings:

- 1) As an agent for adult education and literacy mission
- 2) As a social intelligent centre and social institution
- 3) As a cultural centre
- 4) As an service centre to promote distance education
- 5) As an economic centre
- 6) As a political centre
- 7) As a service centre for children
- 8) As an aid to education / scholarship

Let us study the above functions in detail.

### **1) As an Agent for Adult Education and Literary Mission**

Public Library and National Adult Education Program (NAEP) are correlated. The role of a public library in adult education programme is of great importance and provide an opportunity to illiterate adults to learn and know and create national awareness about day to day events of the country.

A public library shall provide adult education service of the following types:

- i) Supply of books, films, recordings and other reading materials
- ii) Planning educational activities
- iii) Advising the community on subject methods and materials

- iv) Training the readers and librarians in skills and techniques necessary for adult education activities
- v) By doing all possible activities, to further the adult education programme.

Further, the following functions of a public library will have a bearing on adult education:

- i) Indirect guidance service
- ii) Advisory services to individual
- iii) Services to organisations and groups
- iv) Library - sponsored group programme
- v) Community advisory services

Dr.S.R. Ranganathan, has rightly suggested the following functions for a public library, towards adult education and literary missions. They are

- a) To read out books to illiterates and neo-literates at some stated hours each day as are agreed upon, or instead of lending books
- b) To give their synopses by word of mouth
- c) To provide wall pictures and charts representing the news and the latest facts and the idea in the form of tell-tale pictures
- d) To arrange for discussion among the literates and neo-literates, and
- e) To arrange for dramas by illiterates and neo-literates at agreed hours.

According to Ekbote<sup>2</sup>, a public library can function as a center for adult education and plan its activities such as the following:

- a) A library can hold literary and adult education classes in the library premises
- b) A library can motivate the illiterates. It could be attracted to the literary classes through audio visual and other media. Programmes like music, drama, and dance, puppet shows and 'burrakathas' could be arranged to attract the illiterates to the library.
- c) It is necessary for a library to build such collections that are useful to neo-literates to prevent them from relapsing into illiteracy.
- d) Reading materials shall be provided in the language of the neoliterates. They should be helped and guided to develop reading habits.

## 2) As a Social Intelligence Centre/Social Institution

Library has been regarded as an integral part of the social framework from the very beginning. It has been considered as a social agency charged with the responsibility of serving the information needs of the society without any discrimination.

According to Ernestine Rose<sup>3</sup>, the library is essentially concerned with intelligent nourishment and growth of the society. If a public library is not given the importance as a catalytic social agency then the intelligence of the society is at stake. Public library is a social institution which is free, open to all irrespective of race, religion, or political bias and offer the treasures of knowledge and the tools of education to its users, without any bias. It helps different sections of the society by prescribing right information in the right time to the right reader. It caters to the needs of all segments of population.

As a social institution it enables to arrive at a sound consensus among the individual components of a social group. It exists and functions for the society through a series of operations and functions such as:

- i) Searching, finding, acquiring, assembling, arranging, preserving and serving books and other reading materials to promote learning and reading,
- ii) Providing service to the society as an authentic information center,
- iii) Offering ample opportunity for all round development of all levels of population continuously, and
- iv) Ensuring freedom of thought and expression for social growth.

### **3) As a Cultural Centre**

A library has been recognised as a living pool of culture. It is transmitted through the organisation by reading materials store in a library, thus a library acts as a center for culture. In this connection it may be stressed that the estimation of cultural development of a country measured by historians in terms of the existence of libraries. It creates consciousness, and right thinking to adjust with the dynamic forces of progressive culture. It permeates slowly in shaping new cultures. In order to achieve success in the venture of serving as cultural agent, a strong public library shall be created at the national library at apex in every country, for imparting cultural heritage of the nation.

### **4) As a Service Center to Promote Distance Education**

Public library can play its role in distance education. It has a great scope to motivate adults to learn and to attain their learning activities by having an independent study. It can bring together the potential readers of their region and their relevant materials.

In addition to its normal functions a public library must include the following services to serve distance education:

- i) Setting up of career information center
- ii) Establishment of study centers
- iii) Providing mobile library services
- iv) Building up of collections especially for distance learners
- v) Provision of postal library service
- vi) Provision of learners advisory service / counseling services
- vii) Provision of extension activities

Public library is referred to as a *People's University*, which is the product of modern democracy. They can offer such services that will support and facilitate the programmes of distance education institutions.

#### **5) As an Economic Centre**

In the context of information explosion, it is highly impossible and not practicable to acquire all the information sources produced in the world even by the economically developed countries. At this juncture, every nation is aiming at for the economic agency for assimilation, accumulation, and effective use of all the information. Every nation has been establishing national library system with a network of state central libraries, district central libraries, branch libraries and so on so forth. Further due to lack of resources to procure all the reading materials, they venture to resource sharing and interlibrary loan and networking. In addition to the above, public library which exists to provide a comprehensive information, adopt the principles of economy, by judicious book selection policies and programmes.

#### **6) As a Political Centre**

Public library provides information to every citizen, who is trained and disciplined to discharge his duties in a modern democracy. It aims to educate the illiterates, neoliterates and provide all citizens with new and nascent information. The obligatory function of the government for the welfare of the public in the field of education brings the government's action for the provision of services, by establishing a network of libraries throughout the country, to discharge the political functions.

#### **7) As a Service Centre for Children**

One of the services provided by public library is the provision of services to children by establishing a separate section. Today's children are tomorrow's citizens. The National Policy on Library and Information System suggested that children should be introduced to the pleasure and importance of books at an early stage. No school shall be established without a library and a properly qualified librarian. Primary schools where such facilities cannot be provided shall share the resources of community library. The main idea of the National Policy is that children must be helped by the library, even if they are not in the regular stream of formal education. Public library shall provide extension services which include story telling, screening of educational films, etc. for the benefit of children, keeping in view, the future generation and other social factors. Libraries exclusively for children shall be opened with adequate resources to suit their minds, which shall lead to personality development.

#### **8) As an Aid to Education and Scholarship**

A public library was born out of necessity as the awareness of the importance of education and literacy had spread among the people of the society. It is intended as an auxiliary educational institution providing a means of self education, which is a continuing process. Although, these libraries do not constitute for a national system of education, they serve as its pillars. Therefore, it is the duty of the government concerned to implement the public library development programmes which may assault on poverty and illiteracy. Besides it facilitates the path of developed country and attain the cherished goal of democratic socialism.

*The ALA Standards for Public Libraries* highlights the educational function of public library. According to these standards, a public library attempts "to assist people to contribute to the growth of knowledge, make such use of leisure as will promote personal and social well being, develop their creative and spiritual capacities, be more capable in their daily occupations, discharge their political and social obligations, become better members of home and community, keep pace with progress in all fields of knowledge, educate themselves continuously".

Therefore, a public library is responsible for its tradition of scholarship and for those treasures of mind which are produced and entrusted to the library for safekeeping. It is also responsible for the accessibility of those resources to as many people as possible.

In a nutshell, a public library has been recognised as a centre for

- i) continuous life-long education
- ii) center for research
- iii) recreational reading, and
- iv) as a source of authentic information.

The function of a public library is to serve all people in order to make the public library effectively functioning, it has to be integrated with the other educational services and bring them closer to people. Then we can aim at a fully integrated library service in India. UNESCO realised long ago that without public libraries there can be no true democracy, no real freedom of mind or of body and this is true in India also. It is true that according to the changes in the social, cultural, economic, political and technological fields, library has to cater to the information needs. In the years to come in the event of technological changes, the scope of public library functions will also undergo change in the contemporary society.

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## 2.5 LET US SUM UP

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Modern public library is a people's university. It is not a store-house of knowledge, but a living force for education, culture, and spiritual welfare of people.

Unesco has laid down a series of key missions relating to information, literacy, education and culture. The latest *Public Library Manifesto* of UNESCO was issued in the year 1994.

Public library usually provides services such as issue of books, interlibrary loan, referral service, reference service, extension services, advisory services, bibliographic instruction and library orientation and user education.

National Policy on Library and Information System (NAPLIS) provides guidelines about the role of public library. A public library serves:

- a) As an agent for adult education and literacy mission which will provide an opportunity to illiterates and neoliterates to acquire knowledge;

- b) As a social intelligent center/social institution with the responsibility of serving the information needs of the society as a whole without any regard to caste, colour, sex, creed, status, or any other discriminating factors.
- c) As a living pool for culture striving for the cultural development of the society and thus it serves as a center for culture.
- d) As an agent for promoting and facilitating the distance learners, by providing services like building suitable collections; setting up of career information center, postal library services and extension services.
- e) As an economic center which adopts the principle of economy through resource sharing, better methods of collection building techniques and judicious selection methods.
- f) As a political center, which strives for the welfare of the society by providing suitable information to all citizens to enable them to discharge their political functions.
- g) Public library provides services to children by establishing separate libraries for children.
- h) As an auxiliary educational institution providing means of self education as a continuous process. It serves as a pillar of imparting education and scholarship towards the desired goals of democratic socialism.

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## 2.7 REFERENCES

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## **2.9 MODEL EXAMINATION QUESTIONS**

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### **I ESSAY QUESTIONS**

- 1) Explain the role of public library in the modern society.
- 2) List out the provisions made in the draft document of National Policy on Library and Information system.

### **II SHORT NOTES**

- a) Four functions of Public Libraries
- b) Public library services

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## UNIT - 3 : PUBLIC LIBRARY SYSTEM - URBAN AND RURAL

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### Structure

- 3.0 Aims and Objectives
- 3.1 Introduction
- 3.2 The Public Library System
- 3.3 Structure of a Public Library System
- 3.4 Public Libraries: Urban
  - 3.4.1 State Central Library
  - 3.4.2 Divisional/Regional Library
  - 3.4.3 City Library
  - 3.4.4 District Library
  - 3.4.5 Corporation/Municipal/NAC Library
  - 3.4.6 Block/Taluka/Tehsil/Sub-Divisional Library
- 3.5 Public Libraries: Rural
  - 3.5.1 Gram Panchayat Library
  - 3.5.2 Community Centre Library
  - 3.5.3 Village Library
- 3.6 73rd and 74th Amendments to Indian Constitution relating to Panchayats and Municipalities
- 3.7 Let Us Sum Up
- 3.8 References
- 3.9 Model Examination Questions

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### 3.0 AIMS AND OBJECTIVES

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The present unit introduces you to the public library systems, urban and rural.

After reading this unit, you will be able to

- define library system, in general, and public library system, in particular
- categorise the functioning of public libraries areas such as urban and rural

- identify what constitutes a public library structure in urban areas as well as rural areas
- discuss the objectives and functions of each type of library
- acquaint yourself with the Constitutional Amendments relating to Panchayats and Municipalities.

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### **3.1 INTRODUCTION**

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A system may be defined as an organisation of service units under which each unit discharges its pre-determined role as an integral part, and the smaller units receive all types of administrative, financial, personnel and technical support from the central units. In other words a system is formed to interlink the isolated functioning of related disciplines into a network in a hierarchical structure. The library system is an organic structure of libraries placed in a hierarchical order, interlinking larger units of service with the smaller units underneath and welded into a network, to achieve optimal utilisation of scarce resources, according to a set of priorities and goals.

In designing a national or state library system, the demand for library service from all classes of users is to be taken into account in its totality. The resources and services of all categories of libraries whether academic, special or public, financed wholly or partly out of state funds, are to be pooled together and welded into a network and placed at the disposal of all citizens through a planning and co-ordinating agency at the state level. Its methods and procedures are so designed that avoidable wastage of resources is eliminated and isolated functioning of libraries is put to an end to make the library service cost-effective and efficient. A well-designed and planned library system leads to socio-economic development and the promotion of intellectual pursuits and advancement of knowledge and learning as well as human happiness. All these benefits accrue through purposive personal reading. In the operation of the system technical, managerial and personal qualities of the library personnel play a crucial role in making it a success. It is rightly said that no system is better than the persons operating it.

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### **3.2 THE PUBLIC LIBRARY SYSTEM**

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A public library is an institution, established and administered under a state law by a local government or an ad-hoc library authority or by a government department wholly or partly financed out of public funds, open to all without distinction. A well-knitted public library system puts to an end of isolated functioning of public libraries and integrate them into a network with necessary linkages between the central libraries and their affiliates. The public library system need to have a distinct hierarchical structure to achieve the following objectives:

- 1) Fostering and promoting the spread of knowledge, education and culture
- 2) Strengthening the forces of socialism, secularism, democracy and rule of law
- 3) Equal opportunity of free access to the users of rural as well as urban areas regardless of race, colour, age, sex, nationality, language, status or level of educational attainment
- 4) Providing vision, perspective, insight and leadership to the library movement, and

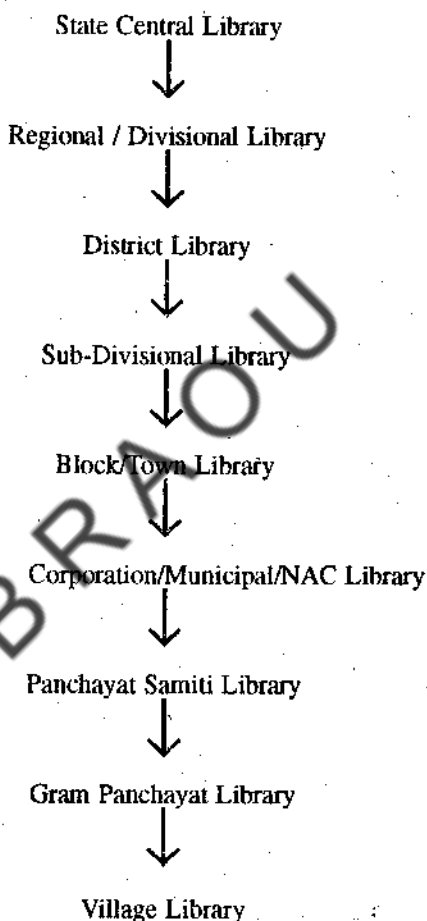
- 5) Promoting socio-economic development of the society by catering to the needs of millions of neo-literates from the poorest and weakest sections of the society.

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### 3.3 STRUCTURE OF A PUBLIC LIBRARY SYSTEM

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The structure of a public library system shown at Fig.1 gives an impression that all public libraries starting from State Central Library which is at the apex down to the village Library are well integrated in a hierarchical order, constituting the State Library System. The primary objective of evolving a structure for the System is to put an end to isolated functioning of public libraries and integrate them into a well knit system with necessary linkages to provide library services "free for all".



All the public libraries in the state shall form a part of the structure extending from a village library through intermediary levels to the district library and to the State Central Library. The State Central Library shall eventually be connected with national level. As noticed from the structure of a public library system, public libraries exist in two set-ups i.e. Urban and Rural. The types of such libraries established in urban areas and rural areas, their functioning are discussed in detail in the following sections.

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### 3.4 PUBLIC LIBRARY SYSTEM : URBAN

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The public library system in an urban area has different orientation and structure when compared to that of a rural system. Let us see the structure and functions of an urban public library system.

### 3.4.1 State Central Library

The State Central Library shall be at the apex of the state library system and is a replica of national library. It performs the same functions and provides the same services for a state as national library does for a nation. The state library shall have specialized material and promote research on all aspects of the state — politico-soico-economic and educational issues and have a national and international collection of developmental literature for comparative study of the state. It shall be a Research and Reference library and shall not lend material for use at home, so that the research materials are available for use by the researchers all the time. The State library is supposed to perform certain functions as a co-ordinating and common services centre besides providing leadership in public library development of the state.

#### Functions of the State Central Library

- a) Preparation of a State Bibliography is the first and foremost function of a State Library. This bibliography is arranged in a classified order on the lines of the National Bibliography (A list of books published in the State in all languages).
- b) State Library acts as a Repository Centre which preserves the entire publications in and about the state both for serials and monographs.
- c) It provides common technical services such as centralised acquisition of material and its processing and makes available printed catalogue cards or computerised catalogue in book form so that the same publication is not catalogued individually by other libraries.
- d) The library acts as a Referral Centre. Any query received which the library is unable to handle shall refer it to the most appropriate library in the state or outside.
- e) It lends support to research programmes undertaken by educational and research institutions so that duplication of material is avoided and isolated functioning of different libraries are put to an end. The resources and services of all libraries in the state are put together and inter-linked through a well-organised state library system in the form of a grid which is cost-effective.
- f) It provides technical advice to the government and different library authorities, formulates norms and standards on resources and services of all categories of libraries.
- g) The state library provides leadership in professional matters by organizing seminars, workshops, refresher courses, computerization of library operations for working libraries.
- h) It maintains a Research and Development (R&D) Unit for regular conduct of research in technical matters and makes its findings available through a regular programme of publications.
- i) It has responsibility of extending special services to the blind and prisoners free of charge.

### 3.4.2 Divisional/Regional Library

Divisional libraries by and large perform as public libraries having no special characteristics of their own. In fact a divisional library is supposed to perform the same functions as a state library is supposed to perform for the entire state. The major functions of a divisional library is to act as a

common services centre and an administrative and technical agency of the State Reference Library. It will operate as a branch of the State Reference Library and the District Reference Libraries in turn shall function as branches of a divisional library. Thus, there will be a hierarchical relationship between a state reference and a district reference library.

A divisional library also acts as a depository library wherein any library whether academic, special or public could deposit its less used material in trust, but a depositing library shall continue to hold proprietary rights over the material so deposited from which it could borrow any time or withdraw permanently. The purpose of establishing a depository library is to save shelving space in the existing libraries in the revenue division.

### **3.4.3 City Library**

Each city with a population of one lakh and more shall have a library system of its own. A city central library shall be at the apex with branches in each unit and locality. The objectives of a city central library are as follows:

- i) to lend books for home reading for students, children below the age 12, adults, research scholars, thinkers and writers
- ii) to provide library service to the city jail inmates
- iii) to provide library service to city hospital
- iv) to provide special service to the blind
- v) to organise cultural activities on the premises in order to draw people into the library and to sustain their interest in reading.

### **3.4.4 District Library**

There shall be a district library at the apex of the District Library System having town libraries and Block libraries as its branches. The functions of the District Library are as follows:

- a) to specialise material on socio-economic political and cultural history of the district
- b) to serve the local population of the district towns
- c) to provide common services such as selection, acquisition and processing of books for all the public libraries in the district
- d) to co-ordinate and supervise all the sub-divisional, block, town and village libraries and their functioning.

### **3.4.5 Corporation/Municipal/NAC Library**

Corporation, Municipal and Notified Area Council (NAC) libraries also constitute a part of the urban public library set up. Generally these libraries/information centres/library-cum-reading room come under either department of Urban Development or Information and Public Relations to meet the demand of the local inhabitants. The local public get themselves acquainted with the plans, policies and programmes of the Government and provide them with required information in the forms of books,

journals, reports, reviews, annuals as well as five-year plans and policy decisions taken by the state government.

### **3.4.6 Block/Taluka /Tehsil/Sub-Divisional Library**

For administrative purposes each district is divided into sub-divisions/Tehsils/Talukas/Blocks. Libraries attached to these bodies provide public library service in the locality and supervise, co-ordinate and control the library service under their jurisdiction. These libraries also give directions and advice to the affiliated libraries with regard to their day to day functions and management. They also provide mobile library service to the persons residing in the area and establish new libraries by giving books, periodicals, newspapers, magazines, lantern slides, films, cinema projectors, etc. and organise seminars, symposia and conferences and other cultural activities in the region.

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## **3.5 PUBLIC LIBRARIES : RURAL**

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Rural library or village library which forms the last component of a public library structure is meant for the socio-economic and educational development of the rural folk and located in a village or a village cluster. The concept of rural library is to act as a centre to create awareness, education, information recreation and culture. Rural library services enable a country to develop and change the life style of the rural people because they play a crucial role in development. To be effective, rural library services must be planned to complement adult education programmes, particularly functional literacy projects by providing follow up reading materials so that neo-literates do not relapse into illiteracy.

### **Objectives of the Rural Libraries**

The aims and objectives of rural libraries are to:

- a) inculcate reading habit among the rural masses
- b) train them in the art of self education and supplement the knowledge of the people
- c) provide information and recreation to the people
- d) ensure proper co-ordination between collection and dissemination of information that could be helpful and useful to the public
- e) provide guidance to the beneficiaries on the follow-up action to avail the benefit of the Government Schemes and assistance
- f) arrange guest lectures and group discussions on agriculture, rural development, small-scale industries, public health etc. with the co-operation and assistance from the concerned department
- g) acquire such reading materials that help the rural folk for their socio-economic upliftment and preservation of culture.

### **Functions of Rural Libraries**

**Centre of Awareness:** Rural library provides an appropriate forum whereby the record of people's thoughts, ideas and expressions of creative imagination are made freely available to all.

**Centre of Recreation:** It plays a vital role in making use of the leisure time of the rural folk through books and other reading materials for their relaxation and pleasure.

**Centre of Culture:** It promotes awareness of cultural heritage, appreciation of the arts, scientific achievement and innovations and provides access to cultural expression of all performing arts, fostering inter-cultural dialogue and favouring cultural diversity. It also provides equal opportunity to all sections of the community to exhibit their talent and arrange discussions, lectures, musical performances, stage plays and exhibit films, videos and slides for children, youth and adults of the village.

**Centre of Information:** A rural library supplies all types of information to the community namely culture, health, agriculture, education or rural development or individual benefits etc. It serves as a referral point for any specialised information, if any individual needs.

### **Targets of a Rural Library**

A rural library, however small it may be, must have the following target areas:

- i) Meeting the information requirements of the rural masses
- ii) Collection of suitable literature according to the needs of the locality and its effective use
- iii) Providing facilities for reading room for reading books, magazines and newspapers etc. for information, education and recreation
- iv) Issuing books and other reading material for home reading
- v) Feeding rural organisations with helpful literature
- vi) Arranging exhibitions, book displays and using audio-visual aids
- vii) Providing a forum for group discussions on topics of interest and holding group activities
- viii) Collecting information for use by all sections of the community.

There are different kinds of rural libraries and they differ from state to state by name, functioning, maintenance and authority. These could be categorised as gram panchayat libraries, community centre libraries and village libraries.

#### **3.5.1 Gram Panchayat Libraries**

These libraries help the rural community in continuing their education and also provide information about agriculture, industry, etc. Panchayat libraries provide reading room facility, book borrowing facility, reference service etc. Gram Panchayat is the best source for shouldering the responsibility of opening and organising a rural library and have power to levy library cess in the form of surcharge to maintain its day-to-day expenditure.

#### **3.5.2 Community Centre Libraries (CCL)**

The purpose of establishing such libraries is to provide access to a major portion of our rural masses to the world of books for the enjoyment of the fruits of knowledge. Even the states having library legislation could not render library services through community centre library due to paucity of funds. The Ministry of Rural Development (Government of India) prepared a very ambitious plan of establishing one community centre in every Panchayat during the Eighth Five-Year Plan. The Department of Culture, Ministry of Human Resources Development has agreed to provide library services at each of these Rural Community Centres. It is also desirable that this kind of library service should be made available in each village under the Minimum Needs Programme, by 2001 A.D.

A Community Centre Library has an important role in adult education programme. An important link should be established between the community centre library and primary schools or every rural public library should have a children's section with material covering schools curriculum and extra reading materials suitable for children.

### **3.5.3 Village Libraries**

The village library's primary function is to serve the adults and the student community in the village unless the school has its own library and support the literacy and adult education programmes as well as distance education. General agencies involved in rural development will contribute to build-up resources of village libraries in terms of building, furniture and equipment, reading material and staff. By providing appropriate reading material to the drop-outs, the village library tries to keep them literate and help them in pursuing their further studies through non-formal and formal education. To attract the users to the library and to sustain their interest in reading, the library organises cultural activities, such as lectures, discussions, film shows, musical concerts, plays and art exhibitions and story hours for children. It not only serves as a repository of books but also as a cultural centre.

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## **3.6 73RD AND 74TH AMENDMENTS TO THE INDIAN CONSTITUTION RELATING TO PANCHAYATS AND MUNICIPALITIES**

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In 1992, 73rd and 74th Amendments to the Indian Constitution have been made to provide constitutional provisions relating to village panchayats and municipalities. Now there are two authorities created under the aforesaid amendments. The panchayats and municipalities now to offer public library service in which the district public libraries will have no role to play.

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### **3.7 LET US SUM UP**

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Public libraries in urban and rural areas have no doubt a significant role in educating the masses and have a direct impact on the reading habits especially children, neo-literate house-wives and adults. In the present day context, public libraries have to redefine their objectives and adopt the latest information technologies which would help the users to make use of the vast knowledge available in the libraries more constructively and effectively. Development is basically linked to education as education only can develop the standard of any person through the use of libraries. A well-developed library service in our rural areas would, essentially facilitate easy availability of the vast pool of fast-expanding knowledge to the rural people in their language, at their doorstep, enhancing their awareness, capability and skills and thus, provide equal opportunity of development to all.

An urban or rural public library is not a passive institution, waiting for the user to arrive at the library, situated at an inaccessible place. Instead, it is dynamic in its approach and reaches out to the people at their homes and places of work through branches, book mobiles and deposit stations. No segment of the society is to be left out. The main thrust in recent years has been on a system for public libraries which are viable in terms of population and financial resources. Such a system will pool the resources of all types of public libraries and place them at the disposal of all citizens. This may be described as democratization and universalisation of library services. Therefore a clear policy on public libraries needs to be formulated defining objectives, priorities and services in relation to community needs. Services have to be physically accessible to all members of the community both in rural and urban areas.

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### 3.9 MODEL EXAMINATION QUESTIONS

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#### I ESSAY QUESTIONS

- 1) Define a Public Library System and briefly describe its basic components.
- 2) What constitutes an urban Public Library Structure? Briefly discuss each one of them.
- 3) "Rural Libraries inculcate reading habit among the rural masses". Justify the statement.
- 4) Discuss the 73rd and 74th Constitutional Amendments relating to panchayats and municipalities and their implications to public libraries in India.

#### II SHORT NOTES

- a) Divisional Library
- b) Village Library
- c) Repository Centre
- d) Public Library Network

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# UNIT - 4 : NATIONAL POLICY ON PUBLIC LIBRARIES

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## Structure

- 4.0 Aims and Objectives
- 4.1 Introduction
- 4.2 Goals of National Policy on Library and Information System
- 4.3 National Policy on Public Libraries
- 4.4 Infrastructures of National Policy on Public Libraries
  - 4.4.1 Rural Library / Community Centre Library (CCL)
  - 4.4.2 District Library
  - 4.4.3 State Central Library
  - 4.4.4 Library Legislation
  - 4.4.5 Manpower Development
  - 4.4.6 Networking
- 4.5 Role of Government of India in Formulating a National Policy
  - 4.5.1 Ministry of HRD (GOI)
  - 4.5.2 RRRLF
  - 4.5.3 Ministry of Rural Development
  - 4.5.4 Planning Commission
- 4.6 Let Us Sum Up
- 4.7 References and Recommended Books
- 4.8 Model Examination Questions

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## 4.0 AIMS AND OBJECTIVES

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The present unit aims to provide an overview on the national policy on public libraries to be propounded by the Government of India.

After going through this unit, you will be able to

- explain the concept of Library and Information Policy in general and Public Library Policy in particular

- recognise the need for and goals of a National Policy on public libraries
- delineate the various issues involved and infrastructure required for such a policy - discuss the contribution of Government of India in formulating a Public Library Policy
- perceive the necessity for such a policy in the present day information society.

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## 4.1 INTRODUCTION

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A policy is a set of guidelines necessary to achieve the goals aimed at. It expresses a determination and agreement on the part of an institution or an appropriate body through appropriate rules and regulations in realising the goal. A policy to the library and information professionals means the issues relating to collection, organisation and dissemination of information and make them available to a variety of users according to their needs. Thus a national policy can provide guidance and direction for designing strategies, projects and programmes for developing and using information infrastructure.

Information is for use and considered as social wealth. The value and importance of information and knowledge in the libraries and information centres is to improve the quality of people. It is in this perspective that library and information professionals would like to view the national library and information policy to meet the challenges of the changing context of information.

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## 4.2 GOALS OF NATIONAL POLICY ON LIBRARY AND INFORMATION SYSTEM

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Realising the importance of library and information sources and services in national development, government should take all necessary steps to evolve a National Policy on Library and Information System with the following goals to ensure:

- a) Easy availability and access to information and knowledge with speed and efficiency for all those who are involved in the activities of national development.
- b) Its recognition as a national resource by national authorities as well as by other sections of the society.
- c) Effective and efficient use of information contributing to socio-economic-educational and cultural development of the country.
- d) Improvement in the quality and standard of the people through the creation of a more informed society.
- e) Effective and optimum use of information by the professional experts leading to the development of knowledge and skills in all areas of human endeavour.

*National Policy on Library and Information System* (NAPLIS) document (1986) prepared by a committee under the chairmanship of Prof. D.P. Chattopadhyaya by Department of Culture, Government of India, analyses the following as the main goals/aims of library and information policy:

- i) To foster, promote and sustain, by all appropriate means, the organisation, availability and use of information, in all sectors of national activity;
- ii) To take steps for mobilising and upgrading the existing library and information systems and services and initiating new programmes relevant to our national needs, taking advantage of the latest advances in information technology;
- iii) To encourage and initiate, with all possible speed, programmes for the training of library and information personnel, on a scale and of a calibre adequate to provide the library and information services and to recognise their work as an important component of the quality and level of such services;
- iv) To set up adequate monitoring mechanisms for ensuring a rapid development of library and information facilities and services for meeting the information needs of all sectors and levels of the national economy;
- v) To encourage individual initiative for the acquisition and dissemination of knowledge, and for the discovery of new knowledge in an atmosphere of intellectual freedom;
- vi) In general, to secure for the people of the country all the benefits that can accrue from the acquisition and application of knowledge; and
- vii) To preserve and make known the nation's cultural heritage in its multiple forms.

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### 4.3 NATIONAL POLICY ON PUBLIC LIBRARIES

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Generally, there are three types of libraries such as academic, special and public meant for five purposes i.e., education, information, recreation, aesthetic appreciation and research. Academic libraries are primarily meant for education and research; special libraries are for information and research, but public libraries are for all the five purposes depending upon the size and nature of collection. A national public library policy should clearly envisage the purpose of establishing public libraries. In the United Kingdom, the Public Libraries Research Group recognised the service objectives of public libraries and produced the following "value statement" in 1971 as follows :

"It is beneficial to society for all, and any of its members to have easy access to knowledge and ideas, such access contributes to the quality of life in all its aspects and is essential to a democratic society.

The public library exists to provide this access either directly, or through other sources and agencies. Because the benefits are general to society as much as specific to individual it is legitimate for this service to be publicly financed. A publicly provided service also helps to ensure that minority interests will be protected.

The public library will provide and promote the use of services that are relevant to the expressed and unexpressed needs of the community and of identifiable and specific groups within the community. The functions of the public library are to collect, store, organise and communicate information and ideas in the most appropriate medium for their presentation.

Public libraries with reference to local communities will develop their own order of priority for the services offered and the groups and individuals served.

The UNESCO Public Library Manifesto was instrumental in promoting public library services around the world. It was first published in 1949 in the form of a poster and leaflet on *The Public Library - a Living Force of Popular Education* proclaiming the public library to be a creation of modern democracy, political systems, economic and social forces were changing rapidly in the sixties, thus forcing the public library to reconsider its aims as well as its standards and professional methods to cope with the new situation. The revised Manifesto was published in 1972 (and in 1994) offering a broader concept of the purpose of the public library. It was stressed that the objectives of the public library are not limited to support education, the purpose of the public library should also be to promote information and culture.

Therefore, a National Policy on Public Libraries should be formulated taking into consideration the following essential aspects:

- i) Objectives, priorities and services in relation to the needs of the local community.
- ii) Services have to be physically accessible to all members of the community.
- iii) Financial support to be provided by national and local governments or through legislation.
- iv) To ensure nation-wide library co-ordination and co-operation, legislation and strategic plans must also define and promote national library network based on agreed standard of service.
- v) Professional and continuing education of the librarian is indispensable to ensure adequate services.

The National Policy on Public Libraries should lay down guidelines for future development of library services in the country. The Government should affirm that adequate library services are absolutely essential to meet the demand of the people, achieve developmental goals, improve quality of life and preserve and make known nation's cultural heritage in its multiple forms. The public library service acts as intellectual catalyst for socio-economic development by providing facilities for purposes of acquiring education, information, means of recreation, aesthetic appreciation and research. Where formal education ends, informal education begins as a life long learning process with the support of free public library service.

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## **4.4 INFRASTRUCTURES OF A NATIONAL POLICY ON PUBLIC LIBRARIES**

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In order to evolve a national policy on public libraries, either the State government or Central government should take all necessary steps to establish, maintain and strengthen public libraries and enable them to work as system. The public library system shall have the following infrastructure.

### **4.4.1 Rural Library**

A village or a village-cluster with an adequate population should have a Rural Library / Community Centre Library (CCL) which will serve the student community, adults to support literacy

and adult education programmes as well as distance education. An important link should be established between these rural libraries/community centre libraries and primary schools. These rural public libraries should be provided a list of suitable reading material for children's library by National Book Trust (NBT) and Children's Book Trust (CBT). Self-learning audio-video packages developed by educational technology centres of states and central government agencies and programmes developed by them should be made available to all Rural Community Centre Libraries to meet the needs especially of the illiterate section of the community.

#### **4.4.2 District Library**

A district library should serve as an apex library for each district with public libraries at city, town and village levels, constituting important components in the district library system. District library shall take leadership in establishing linkages between all other public libraries under the district and work towards sharing the resources. It should provide more facilities and recreation for the handicapped and under-privileged classes, e.g., Literature in Braille for the blind. District library and its branches should also have mobile and circulating library services within their area including hospital, prison, tribal and minor communities.

#### **4.4.3 State Central Library**

All the public libraries within a state should be linked with state central library which is at the apex of the public library system to perform as the co-ordinating agency for the public libraries in the state. The state central library is a replica of the national library. It performs the same functions and provides the same services for a state as a national library does for the nation. All types of administrative, financial and technical linkages should be established among the State Central Library, District Libraries and Rural/Community Centre libraries.

#### **4.4.4 Library Legislation**

The maintenance and development of public libraries depend much on state legislative enactments. The Central government should persuade all the state governments (those who have not yet enacted) to enact Public Library Act in the light of the experience gained in recent years. Provision of finances for library development should be found by each state either from general revenue or from local taxation (library cess in the form of surcharge) through legislation. Central government agencies may provide fund under plan expenditure.

An important development relating to public libraries is the 73rd and 74th Amendment to the Indian Constitution during 1992. The Panchayat Samithis and the Zilla Parishads are the new authorities created under the aforesaid Amendments. The Panchayats are now to offer Public Library Services in collaboration with the Samithis and Zilla Parishads in which the District Central Libraries will have no role to play at the apex of District Library Sub-system.

Similarly, the Urban Local Governments such as Corporations, Municipalities, and Town committees have been made responsible for the cultural activities including the public libraries under the 74th Amendment to the Constitution. In view of these developments, the structure of the public libraries needs to be reviewed before further library legislation is taken up by the states. This is no

doubt going to be an important step by the Government of India to provide public library service to the rural masses as well as to form an integral part of the National Policy on Public Libraries.

#### **4.4.5 Manpower Development**

Manpower must be developed in relation to the application of modern information technology through some appropriate agencies for rapid implementation of library service through out the country. Otherwise, the library professionals attached to various categories of public libraries will face difficulties in carrying out the literacy drive on the one hand and dealing with technological changes on the other.

#### **4.4.6 Networking**

All public libraries within a state should form part of a network extending from village library/ community centre library through district library and state central library. This state network should be linked up with National Information Network.

Co-operation and assistance of Central government to the state agencies in the development of public libraries are required in a big way. A comprehensive public library development plan for the country including its financing through a suitable legislation be enacted so that rural and urban public library services could be provided in most effective manner. For the purpose, RRLF should serve as the nodal agency to formulate plans, policies and programmes relating to public library development in the country.

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### **4.5 ROLE OF GOVERNMENT OF INDIA IN FORMULATION OF THE NATIONAL POLICY ON PUBLIC LIBRARIES**

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As such Government of India does not have exclusively a national policy on public libraries. But it is a part and part of National Policy on Library and Information System (NAPLIS).

The need for the formulation of a National Policy on Library and Information System (NAPLIS) was brought to the notice of the Government of India by Indian library profession since the 1950s by Dr. S.R. Ranganathan and in the recommendations of the Library Advisory Committee Report, 1958. Afterwards RRLF, NISSAT, National Library urged upon the Government the necessity of enunciating such a policy. Meanwhile IASLIC in 1979, ILA in 1984 discussed the matter in their annual conferences. On behalf of the Indian Library Association a draft policy statement was submitted to the Government of India in early 1985. The need for such a policy was also emphasised by the Planning Commission Working Group in its report *Modernisation of Library Services and Informatics* for the 7th Five-Year Plan (1985-90).

#### **4.5.1 Ministry of Human Resources Development, Department of Culture**

On the basis of the document prepared by Raja Rammohun Roy Library Foundation (RRLF) and another document prepared by Indian Library Association, the Government of India (Ministry of Human Resources Development, Department of Culture) set-up a committee in October, 1985 under the

Chairmanship of Prof.D.P. Chattopadhyaya for the formulation of a National Policy on Library and Information Systems (NAPLIS). The committee submitted its final report in May 1986, which broadly includes among many others:

- \* The Public Library System
- \* The Academic Library System
- \* Special Libraries and Information Systems
- \* The National Library System and the Bibliographical Services
- \* Manpower Development and Professional Status
- \* Modernisation of Library and Information Systems.

The efforts of Government of India (Department of Culture) to evolve such a policy is a positive step towards further development of the area and towards meeting the challenges of modernising the nation.

#### **4.5.2 Department of Education**

This department plans to set up village libraries to provide reading material for neo-literates. Accordingly a sum of Rs.1 crore has been earmarked for about 500 libraries to start with on a pilot basis. The cost of each library, to be located in selected middle and high schools is expected to be Rs.20,000. The libraries under the scheme will have a modest collection from 300 to 400 books, three or four literary journals and one local newspaper. Depending on the success of the pilot project, the scheme would be extended to include libraries in each village Panchayat.

#### **4.5.3 Raja Rammohun Roy Library Foundation (RRRLF)**

The continuous efforts of the various professional bodies urged upon the government of India for the formulation of National Policy on Library and Information System in the early 1970s which was included as one of the principal objectives of the RRRLF established in 1972. The foundation took up the task in 1981 and after careful deliberations submitted a Draft National Policy on Library and Information Systems to the Government in July, 1984.

In one of the recommendations under "the Public Library System", it was emphasised that, the Central Government should assist the state in the development of public libraries in a larger way than it has done so far. The Raja Rammohun Roy Library Foundation as the national agency for co-ordinating and assisting the development of public libraries be suitably strengthened enabling it to discharge its responsibilities effectively.

#### **4.5.4 Ministry of Rural Development**

The Ministry of Rural Development has undertaken a plan of building up one community centre in every panchayat (1,00,000 Centres estimated) during 8th Five-Year Plan. The Working Group Committee of NAPLIS felt that this kind of rural library service should be made available in each village under the *Minimum Needs Programme* by 2000 A.D. This plan of the Ministry of Rural Development has taken the assistance from the Departments of Social Welfare, *National Literacy Mission (NLM)*,

*Education for All* (EFA) etc. who have common welfare programmes. In each of these panchayat community centres, Library-cum-Reading rooms should be established and at least 50 per cent of the reading material in the form of books, translations and audio visual material may be supplied by the Central Government.

#### 4.5.5 Planning Commission

The Planning Commission, Government of India constituted a *Working Group on Libraries and Informatics* for the formulation of Five Year Plan. The last Five-Year was Eighth Five-Year Plan (1990-95). The Working Group decided to appoint four sub-groups on the following areas:

- i) Public Library System
- ii) Academic and Special Libraries and Archives
- iii) National Library System and Bibliography System
- iv) Organisation, Finance and Informatics.

The Sub-Group on Public Library System reviewed the stock of the position of public library service in the country as well as position of library legislation among various states / union territories and suggested ways for implementation of the same for a widespread library movement as a supplement to various educational programmes and for cultural enrichment of the population in general. The Working Group also suggested a feasible perspective of development on each sub-sector mentioned above upto 2005 AD.

The Sub-Group pointed out that Public Library Service being a social service should link itself with other educational, social and cultural institutions including schools, adult education programmes, leisure activity groups and those concerned with promotion of arts. The public library should pay special attention to backward states/communities/regions, besides handicapped sections of the community. These include tribal groups, ethnic groups, ethnic minorities, physically handicapped and disadvantaged social groups.

Special attention needs to be paid to children, women, students and elderly. Special attention also needs to be paid to rural communities in adult education, rural development, agriculture, environment and health programme. In this context the rural public library shall be developed as community information centre. For this purpose, the resources of various governmental agencies and voluntary organisations engaged in the library development and allied activities shall have to be co-ordinated under national and state level agencies. Effective use shall have to be made of the latest information technology especially for public library service to children, physically handicapped, illiterate and neo-literate. The effectiveness of public library shall be enhanced by establishing national, regional and local networks and assuring co-ordination at the national level through a national agency, namely Raja Rammohun Roy Library Foundation (RRLF).

Report of the Working Group of the Planning Commission on Libraries and Informatics for the Ninth Five Year Plan (1997-2002) was submitted by Department of Culture, Government of India in May, 1996. The Working Group constituted the following four sub-groups to facilitate its work.

- 1) Public Library System
- 2) Academic and Special Libraries
- 3) National Library System
- 4) Modernisation, Manpower Development, Informatics and Finance

The recommendations of the Working Group with regard to Public Library System are as follows:

- 1) State Governments should enact library legislation which will support a proper and systematic public library development in the state. So far ten States have enacted the library legislation. Therefore, the other states should enact such legislation.
- 2) Under the existing State Library Systems, District Central Libraries should be at the apex of the District Library Systems. This structure should be reviewed in view of the 73rd and 74th amendments to the Indian constitution.
- 3) All public libraries should have separate sections for children and, depending on the area of location of the library, the children's literature in the language of the area as well as in some other languages should be available.
- 4) The public libraries should have a special section for neo-literates and the libraries should work in association with Literacy Missions of both Central and State Governments in providing proper reading materials for neo-literates.
- 5) Facilities may be provided for handicapped library users, visually handicapped (Braille Sections) in close cooperation with the National Institute of Health and Family Welfare, New Delhi and National Institute for the Visually Handicapped, Dehradun.
- 6) Non-book materials have been one of the major sources of dissemination of information. All public libraries especially those attached to the Community Centres should use audio-visuals which have been prepared in collaboration with central and state government agencies.
- 7) While opening new public libraries the importance of opening such centres in areas inhabited by the tribal groups may be favourably considered. Special care should be taken to establish and develop libraries which will make reading materials available in tribal languages for preservation of their culture.

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## 4.6 LET US SUM UP

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To make the public libraries really effective, a national policy should be devised so as to provide equal standard through out the country. Although much has been discussed about the system and its functioning, library legislation, role of the central and state governments, the role of public libraries need to be changed to a great extent in the context of present age of information. Our policy framework should focus the need and importance of information, and its vital role in the development process. Public library services have to be rendered in the light of the need for information to the masses for

their socio-economic development. The objective of the public library policy is to see that library and information service reaches the majority of the population living in the remote areas of the country.

Availability of adequate number of users, reading material and willingness of the government to provide necessary funds are the basic pre-requisites of public library development. Developments in the field of electronics and telecommunications via satellites, resource sharing through networks have revolutionised the public library service. This has speeded up information transfer process to the users who want bibliographical, textual or statistical data instantly. All these aspects are to be taken into consideration while planning a national policy on public libraries.

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## 4.8 MODEL EXAMINATION QUESTIONS

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### I ESSAY QUESTIONS

- 1) Describe the importance and essential elements that constitute a National Policy on Library and Information System.
- 2) What is the necessity of a National Policy on Public Libraries in the present day information society ?

- 3) "Public Library Policy leads to the national development of a country" - Justify the statement.
- 4) List out the essential infrastructure that should be incorporated in a National Policy on Public Libraries.
- 5) Discuss the role of the Government of India in evolving a National Policy on Library and Information System.

## II SHORT NOTES

- a) RRLF
- b) Literacy Missions and Libraries

BRAOU

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## **BLOCK-II : DEVELOPMENT OF PUBLIC LIBRARIES**

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The modern public libraries, as has been discussed in the previous Block, play an important role in the development of individuals as well as community. The four units of this block explain you about the development of public libraries.

Unit 5 explains the development of public libraries in UK, USA, and India. It elaborately discusses the early libraries, philanthropy, library movement and role of library associations in these countries.

Unit 6 provides a comparative study on library legislation in India. It provides an account of the attempts made towards framing and introduction of five model library bills in India. A comparative study of library acts enacted in various states with emphasis on the structure and provision for finances in the acts is also presented in this unit.

Unit 7 provides a detailed account of library movement and legislation in Andhra Pradesh. It deals mainly the factors promoting the library movement and the activities of library associations. It critically examines the Andhra Pradesh Public Library Act, 1960 and its amendments till date.

The last unit in this block is on organisations promoting public libraries. It broadly categorises the organisations as international (FID, IFLA and Unesco), national (ALA, LA and ILA) and local (APLA) and discusses their structure, activities and publications. The origin, structure and activities of Raja Rammohun Roy Library Foundation (RRLF) in promoting public libraries are also discussed.

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# UNIT - 5: PUBLIC LIBRARY DEVELOPMENT IN USA, UK AND INDIA

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## Structure

- 5.0 Aims and Objectives
- 5.1 Introduction
- 5.2 Public Library Development in USA
  - 5.2.1 Early Libraries
  - 5.2.2 Social Clubs of Benjamin Franklin
  - 5.2.3 Support of Law
  - 5.2.4 Small Unit Pattern Libraries
  - 5.2.5 Philanthropy and Libraries
  - 5.2.6 Essential Services and Functions
  - 5.2.7 Library of Congress
  - 5.2.8 American Library Association
- 5.3 Public Library Development in UK
  - 5.3.1 Early Church Libraries
  - 5.3.2 Starting of Public Libraries
  - 5.3.3 William Ewart's Efforts for Legislation
  - 5.3.4 Kenyon Committee Report 1927
  - 5.3.5 Robert's Committee Report 1959
  - 5.3.6 Creation of a British Library
  - 5.3.7 Library Association
- 5.4 Public Library Development in India
  - 5.4.1 Early Circulating Libraries
  - 5.4.2 Oriental Libraries
  - 5.4.3 Library Movement in India
  - 5.4.4 Library System in India
  - 5.4.5 Relations for Public Library Movement
  - 5.4.6 Mitra Mandal Libraries in Gujarat
  - 5.4.7 The Calcutta Public Library
  - 5.4.8 Professional Organisations
  - 5.4.9 Library Legislation
  - 5.4.10 Advisory Committee for Libraries
  - 5.4.11 Raja Rammohun Ray Library Foundation
  - 5.4.12 National Policy for Libraries
- 5.5 Let Us Sum Up
- 5.6 Assignment
- 5.7 References and Recommended Books
- 5.8 Model Examination Questions

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## 5.0 AIMS AND OBJECTIVES

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In India and elsewhere writing, literacy and learning and libraries started together before Christ. In course of time the reading materials and libraries have taken different shapes in physical features, management and content. A public library is meant for all types of clientele in a society irrespective of age, sex, religion, language, social status or educational attainment. Alvin Johnson has rightly pointed that public library is a 'Peoples University'.

After studying this unit, you will be able to

- describe the origin, growth and development of public libraries in the developed countries like USA and UK and the developing country like India as well.

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## 5.1 INTRODUCTION

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*UNESCO Public Library Manifesto, 1994* states that the public library is a local gateway to knowledge, provides basic condition for life long learning, independent decision making and cultural development of an individual group or a group". It should keep all the recorded knowledge and make it available to all. In other words, they have the responsibility to answer any question of the community regarding their information needs.

Libraries were started as an annexe to educational or religious institutions and became independent over a period of about two thousand years. The emergence of libraries in the East and West had taken place more or less in the same way, but the periods are different. All the libraries were established and maintained for the elevation of the individual from misery and poverty to prosperity and development. This is evident while observing the history of public libraries in USA, UK and India. Let us discuss few more details in this regard in the succeeding sections.

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## 5.2 PUBLIC LIBRARY DEVELOPMENT IN USA

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The public library development in United States has a long history starting in the 17th century to the present era of modern public library using information technology. Let us briefly discuss the development of public libraries in USA.

### 5.2.1 Early Libraries

The United States of America is said to be a Land of Libraries. Enshrined with a combination of cosmopolitan culture, this country is fully literate and the people love books and libraries. When colonies were established in different localities, schools were started with libraries. In 1636 Massachusetts, Bay Colony, the colonists were successful in establishing a college. Mr. John Harvard presented his collection of valuable books to this library. Later some more colleges were opened in Virginia, Connecticut and other towns. In the middle of 17th century the spread of the concept of democracy, the emergence of industrial revolution, budding educational institutions paved the way for the spread of all types of libraries including public libraries.

### **5.2.2 Social Clubs of Benjamin Franklin**

The libraries were started in the USA with the initiative of Benjamin Franklin. Benjamin Franklin, on his return from England started social clubs, known as **Junto**. These clubs were maintained by the enthusiastic young men. In these clubs scientific literature was kept which helped the young men and women to develop their skills. Subscription libraries were also established by the individuals to cater to the emotional needs. Redwood Library of Newport, Rhode Island, New York Society Library of New York City, Philadelphia Library Company of Philadelphia are famous among 64 libraries started before the end of 17th century.

### **5.2.3 Support of Law**

Long ago, the Americans felt the need for library legislation with a provision of assured financial resources for developing a system of libraries. In the year 1835, the New York state passed a law permitting tax supported libraries. This was the first step of the Government taken for the development of the libraries. This Act was extended to all the towns in the country. By 1851 and as a result as many as 644 libraries were established.

By the end of 19th century State Educational Systems supported the establishment and maintenance of libraries. Library Commissions were established to strengthen the Libraries and ultimately, by 1900 the Library Commissions were legalised to release the grants regularly for the growth of libraries. On the other hand, the Library Commissions encouraged the starting of travelling libraries, which contained the boxes of books for the people residing at remote areas and to the disadvantaged.

### **5.2.4 Small Unit Pattern Libraries**

Carleton Joeckel, describing the pattern of library service in the United States as they appeared in 1944, identified four predominant patterns. The first was the small-unit pattern of libraries in towns and cities only. The second was complete coverage of a State through a combination of county and city libraries. The third pattern was the library service in the incorporated areas, a pattern then existing in the Midwest and New York. This pattern left the rural areas surrounding the cities and towns largely without library service. The fourth, as he called, was the retarded development pattern in which library coverage was extremely limited. This pattern later resulted in the growth of county libraries. (National Plan for Public Service appeared in 1948).

### **5.2.5 Philanthropy and Libraries**

By nature American people are famous for their philanthropic temperament. In America philanthropy contributed considerably for the growth of libraries in the USA. The famous New York Public Library and American Public Library were developed by philanthropy only. In the year 1848, Jacob Aster, a rich merchant endowed an amount of four lakh dollars for establishing a library. Henry E. Huntington amassed huge wealth and spent every penny for the growth of Huntington Library of Sanmaria. He even built a strong room in a library for the preservation of rare books, manuscripts and documents. Another great gentleman to be remembered in this area is Andrew Carnegie, a Scot settled in America. Andrew Carnegie was responsible for the construction of 2,505 library buildings before his death which occurred in 1919. The philanthropy of Thomas Jefferson, James Lick, James Lenox, James Jacob etc. further helped the development of libraries in the first quarter of the century.

## 5.2.6 Essential Services and Functions

In USA, the essential services and functions involve the following areas:

- local organisation of documents for making them easily, freely and equally available to all;
- guidance to individuals in the use of educational, recreational, and informational documents;
- providing informational and referral service;
- assistance to civic cultural, and educational organisations in locating and using materials for programme planning projects and education of members;
- sponsoring cultural programmes in library for children, young people, and adults;
- collecting special materials of interest to the community;
- borrowing materials on inter-library loan;
- interpretation of materials through publicity, display reading lists, story hours, book talks, book and film discussion;
- extending library service to all points of the community through branches, deposit stations, and book mobiles;
- organizing library for specialized service into subject departments and coordinating the library programme with other educational institutions (viz., schools, colleges, churches, theaters, art galleries, clubs etc.) in the community."

## 5.2.7 Library of Congress

The Library of Congress is the world's largest library established in Washington in 1800, mainly to cater to the needs of American legislature. This library is a copyright agency of the USA. It also serves as a National Library for the blind and physically handicapped, and lastly, it is the world's largest producer of bibliographic data.

The huge collections of Jefferson, seemed as the nucleus for the Library of Congress. The collection was acquired in 1866. In the next year another 60,000 were added from Peter Force historical collection. In 1870 this library was recognised as a depository library, under which two copies of every book printed in USA shall be sent to this library freely under the US Copyright Act. The library presently contains a huge collection of 97 million items, which includes books, old periodical and news paper files, incunabula, monographs, serials, music scores, technical reports, pamphlets, maps and the audio visual materials like motion pictures, videos tapes and video discs.

## 5.2.8 American Library Association

The American Library Association (ALA), which was the first library professional organisation in the world, formed in the year 1876 by Melvil Dewey, Charles Ammi Cutter and Justine Winson, and with some other founder members, with the headquarters at Chicago. The ALA grew in strength steadily and did solid work for the development of the professional libraries in the country.

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## **5.3 DEVELOPMENT OF PUBLIC LIBRARIES IN THE UNITED KINGDOM**

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The public libraries in the United Kingdom had their origin as social institutions to support adult education and developed with the legislation. We will provide a brief account of public library development in UK in the following sections.

### **5.3.1 Early Church Libraries**

In the 17th century Church libraries were started by the church. In the same period colleges were established. All these institutions were attached with libraries, containing the books of concerned subjects. The Church libraries preserved valuable collections of books and manuscripts and rendered eminent service in educating the masses, and creating awareness among the common people.

### **5.3.2 Starting of Public Libraries**

As per the Report of the Robert's Committee, "at the beginning of the Nineteenth century there were no public libraries in England and Wales". The demand for Public Libraries arose as a part of campaign of the Philosphic Radicals for a national system of education. They succeeded in stimulating the growth of adult education, particularly through the founding of Mechanics' Institutes in the Industrial towns. From this movement for popular education grew the demand for libraries, which should provide books free of charge to the artisans of the towns and labourers of the villages. By 1850 about 600 Mechanics Institutes were started in UK, to raise the socio-economic level of the people. When the economic conditions improved, they needed avenue to spend their leisure time properly. This situation necessitated starting of a good number of public libraries in different localities.

### **5.3.3 William Ewart's Efforts for Legislation**

Public libraries in a country need systematic maintenance and perennial sources of finances. These are possible by legislation only. Britain realized this early and passed British Public Libraries Act on 14th August, 1850. This was a red letter day in the library history of Great Britain. William Ewart and Joseph Brotherhood, both members of British Parliament, were responsible for the enactment of this Act.

This Act had a provision to start a public library in each Borough with a population of 10,000 and above. However, library cess was first introduced as a mandatory to the tune of half penny rate on the house tax. The original condition was that the library cess be spent on the maintenance alone. The books themselves, it was assumed, would be presented by generous benefactors. In 1855, the Act was amended. Library cess was raised to penny and the local authorities were authorised to spend the money on purchase of books and newspapers, and the population limit as reduced to 5000 to establish a library. This Act was amended a number of times and finally restructured in 1964.

### **5.3.4 Kenyon Committee Report 1927**

The Board of Education in Great Britain, appointed a Departmental Committee under the Chairmanship of Sir Frederic Kenyon, the Librarian of the British Museum "to enquire into the adequacy of the library provision already made under the Public Libraries Acts, and the means of extending and

completing such provision through out England and Wales". The Committee (commonly known as Kenyon Committee) presented its report in 1927, in which they dealt with the public library service in all its aspects. In view of the actual circumstances, the committee recommended "that the existing library authorities should continue as they were. If advised, however, that there should be much greater degree of co-operation between library authorities, but on a voluntary basis, and not with grants-in-aid from the exchequer.

Like the Adult Education Committee, the Kenyon Committee also envisaged a system of co-ordination based on a national central library, which should, in fact, be the existing Central Library for Students, reconstituted as a special department of the British Museum. It would thus have available the expert knowledge of the Museum staff, and would benefit from the prestige attached to the Museum. It would, like the Museum itself, be administered directly by the State, but yet would be quite distinct from the existing Museum Library, with an entirely separate stock of books. This new central Library would act as a central repository for books which would be lent to local libraries, and as a link among all the Public Libraries and the various special libraries concerned with industry, commerce and research."

In addition, the committee proposed the establishment of a number of regional libraries to be developed round the largest library in each region, which would act both as centers for the holding of rare books to be borrowed by the lesser libraries, and as bureaux through which the lesser libraries could borrow from each other. While implementing the Kenyon Report, the existing library authorities' co-ordination between central and regional libraries was improved. A Central Library for students under the name National Central Library was established. The Exchequer grants were increased. The Regional Libraries were developed as Bureaus for smaller libraries.

### **5.3.5 Robert's Committee Report, 1959**

Another important committee constituted in Britain was the Robert's Committee headed by Sir Sidney Roberts to consider the structure of the public library service in England and Wales and to advise what changes, if any, should be made. This committee submitted its Report in 1959. The committee suggested that "the Minister of Education should appoint two advisory bodies, one for England and the other for Wales, to assist him in his work of guidance and coordination."

Secondly, "that the time has come to end the adoptive system. Controversies apart, it is evident that good libraries are of such importance to the whole community, whether in town or county, that it should be the statutory duty, and not merely an option, of a local authority to provide an efficient library service."

It also recommended "that every library authority not at present having an independent library committee should examine its existing arrangements and give consideration to the establishment of such a committee."

The British Government considered and implemented Roberts Committee report and restructured the Public Library system in Britain by passing another Act in 1964, which came into force immediately.

### 5.3.6. Creation of a British Library

All India Public Library Association organised the national level conferences in different parts of the country during 1919-1934, it had run the quarterly periodical Indian Journal from 1924, The national and state level organisations influenced the young men and women to start hundreds of libraries in the country. Thus the people mostly lived in villages involved themselves in the movement. All these libraries started voluntarily in the last quarter of the last century without financial assistance of the Government. At the beginning public libraries started as a real people's movement which were meant for the people and by the people.

### 5.4.4 Library System in India

For the first time in India free public library service was introduced as a system in the princely State of Baroda as early as 1907. Maharaja Siyajirao Gaekward of Baroda introduced compulsory elementary education as early as 1893 in one district of the Baroda State, and it was gradually extended throughout the State by 1907. Maharaja soon realised that universal education required a network of free public libraries which would keep literacy alive and enable men and women in rural areas to have access to sources of knowledge. He insisted that "libraries should not limit their benefits to the few English-knowing readers but should see to it that their good work permeates through to the many", and that "vernacular libraries should be encouraged", so that every citizen in the State "may enter" the State as a pupil in the People's University - the library." With this ideal in view libraries on a grant-in-aid basis was introduced in 1910, and Baroda established a separate beginning to a network of state, town, village and ~~tribe~~ <sup>tribe</sup> laboratories in the State with a central library population of the State. The Baroda library department also started the *Library*

With the assistance of editorship of Shri J.S. Kudalkar. These activities, though fully supported by the State, paved the way for the spread of library movement without involvement of Government. When we study these two examples one started by the people, the other started by the Government - after a prolonged period the movement with greater involvement of the people is still in progress and the movement fully supported by the State, without people's participation has gradually cooled down. This situation warrants us to examine the need for peoples participation, involvement and support for its sustenance for generations to come.

### 5.4.5 Reasons for Public Library Movement

There are a few factors responsible for the development of a library movement in this country. Important among them are the division of Bengal in the early part of this century brought in the people a shouldering political consciousness, which culminated into a struggle for freedom. The leaders of the nation, spear-leading the movement realised that, the literacy of the masses was an essential prerequisite to arouse public consciousness in this direction and the libraries would play a vital role in educating the masses and creating political consciousness among the people. Till 1914, more than 200 libraries were established in rural and urban areas in the Andhra area of the composite Madras province.

#### **5.4.6 Mitra Mandal Libraries in Gujarat**

A number of public libraries started appearing in various parts of the country. Notable among them were the Mitra Mandal Libraries opened in Gujarat. About 150 libraries were opened under this banner in different parts of Gujarat. This scheme was engineered by Mr. Motibhai Amin and his associates. Under this scheme, a village had to contribute Rs.10 or Rs.15 a year and get in return newspapers, periodicals and books worth double the amount. The loss was met from concessions secured from the editors of the papers, authors of books and from funds privately raised for the purpose. A similar movement under the name of "Gokhale Libraries" were started under the guidance of I.K. Vagnik by the Kalavani Mandal. These libraries influenced Maharashtra area to start some more public libraries.

#### **5.4.7 The Calcutta Public Library**

J.H. Stocquel, the editor of the local daily, Englishman drafted a scheme for the establishment of a public library in Calcutta and convened a general meeting. Indians and Europeans all supported the scheme. As a result a public library was established and was first housed in the lower apartment of Dr. E.P. Strang's house at Esplanade, Calcutta. The Government of India put the final seal to the Imperial Library Act in 1902 under which, it became the owner of the Calcutta Public Library and its building. The new Library was renamed as the 'Imperial Library'. This library shifted to Belvedere Palace in 1948 and changed its name as the National Library of India, through the Imperial Library (Change of Name) Act, 1948.

#### **5.4.8 Professional Organisations**

With the initiative of All India Public Library Association State level organisations were established in Bengal in 1925, Madras in 1928, Punjab in 1929 and so on. Indian Library Association was started in 1933, and was very active from the beginning. Its objectives are the furtherance of library movement in India, promotion of library education, improvement of the status librarians, promotion of research in library science, promotion of library legislation and organising conferences and so on. It has been striving for the cause of libraries and library profession for the past six decades.

#### **5.4.9 Library Legislation**

It is universally accepted that a public library should be supported by library legislation for its effective functioning, uniform and pulsating and integrated network of library service, with a perennial base of assured finances. With the ever growing needs, the task in financing will be more. It will only be possible with a proper State Legislation. Realising this S.R. Ranganathan made serious efforts to introduce the Public Library Bills in different States and he was successful in getting the first Public Libraries Act passed in the Madras State in the year 1948. This prompted many other states to pass library legislation in India. As a result in 10 States the Acts are in force and there are serious efforts in almost all the other states and Union Territories for library legislation.

#### **5.4.10 Advisory Committee for Libraries**

The Ministry of Education of the Government of India, appointed an Advisory for Libraries in 1957, with Shri K.P. Sinha, as its chairman. This Committee submitted its Report in 1958 and made few specific recommendations to the Government.

- 1) 25 years Library plan for the Government of India and the states
- 2) Levy of Library cess of six paise on a rupee of property tax collected
- 3) Matching grant of the state Government equal to three times of the library cess
- 4) Amalgamation of aided libraries in a system
- 5) Enactment of Library Act in each state

Even though this is the first Report of the Union Government, it had little impact on the growth of public libraries in India.

#### **5.4.11 Raja Rammohun Roy Library Foundation (RRRLF)**

With the support of the Ministry of Culture, Government of India, the Raja Rammohun Roy Library Foundation (RRRLF) was started in 1972, as a part bi-centenary celebrations of a great, social reformer Raja Rammohun Roy. The main objective of RRRLF is to promote and support the public library services in the country. During the last two decades, the RRRLF has given financial assistance for building up collections, construction of buildings, development of rural book deposit centres and mobile library services, acquisition of audio-visual material, assistance towards binding of books and preservation of out-of-print and rare books and manuscripts. Since its inception the RRLF has covered about 10,000 public libraries in India.

#### **5.4.12 National Policy for Libraries**

The pioneers of the Indian Library movement felt the need for a national policy in library service for a long time. The ILA and RRRLF prevailed on the Govt. of India for drafting a national policy. For this purpose, the Government of India appointed a Committee under the Chairmanship of D.P. Chattopadyaya. This Committee submitted its final report, namely, National Policy on Library and Information Systems (NAPLIS) to the Ministry for Human Resource Development, Government of India on 30th May, 1986. The Policy is still to be approved by the Government of India. It many made valuable recommendations in respect of public libraries.

Later the Government of India appointed an Empowered Committee to examine the practical implications of the NAPLIS under the Chairmanship of D.P.Chattopadyaya and this Committee report was also submitted to the Government. This committee recommended a fee-based public library service instead of free public library service as recommended in NAPLIS. Some more recommendations made were that rural library service should be made available in each village under Minimum Needs Programme by 2000 AD. All the public libraries should form part a network. The RRRLF should prepare Action Plan in developing initially the model rural libraries. Library development should be funded by the States and Centre.

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## 5.5 LET US SUM UP

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In the early days, the public libraries started for recreation and to serve to the emotional satisfaction of the employed and rich people. Later, they were developed and restructured to promote the socio-economic development of individual and society. In the West the public libraries had greater impact on the society. They served as centres for organising and stimulating intellectual curiosity and satisfying their hunger for knowledge. Library legislation which came in the second half of the 19th century helped the libraries for their alround development.

In India public libraries started as centres of learning and recreation. Poor economic conditions of the country, lack of proper support of the public and a good system, the public libraries in India had not developed much to achieve their objective, as in the West. Even after about 50 years of the independence only one third area in India is covered by library legislation.

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## 5.6 ASSIGNMENT

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Trace the important land marks in the growth and development of public libraries in USA, Great Britain and India.

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## 5.7 REFERENCES AND RECOMMENDED BOOKS

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## 5.8 MODEL EXAMINATION QUESTIONS

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### I ESSAY QUESTIONS

- 1) Explain briefly the growth of libraries in USA.

- 2) Describe the Public Library system in UK and the impact of the Reports of the Kenyon and Robert Committees.
- 3) Explain the part played by Voluntary organisation in the growth of Library Movement in India.

**II SHORT NOTES**

- a) Penny rate
- b) Kenyon Report
- c) Circulating libraries
- d) NAPLIS

BRAOU

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# UNIT - 6 : LIBRARY LEGISLATION IN INDIA - A COMPARATIVE STUDY

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## Structure

- 6.0 Aims and Objectives
- 6.1 Introduction
- 6.2 Library Legislation
  - 6.2.1 Need
  - 6.2.2 Executive Orders
  - 6.2.3 Five Functions
  - 6.2.4 Objectives
  - 6.2.5 Mandatory
- 6.3 Five Model Library Acts/Bills
  - 6.3.1 Model Act of Dr. S.R. Ranganathan
  - 6.3.2 Model Bill of the Ministry of Education
  - 6.3.3 Model Bill of the Planning Commission
  - 6.3.4 Model Bill of Dr. V. Venkatappaiah
  - 6.3.5 New Model with Information Service Inputs
- 6.4 Study of the Library Acts
  - 6.4.1 Preamble of a Library Act
  - 6.4.2 Apex Body at State Level
  - 6.4.3 Directorate at State Level
  - 6.4.4 Units at District Level
  - 6.4.5 Head of the City/District Authorities
  - 6.4.6 Chief Executives at District Level
  - 6.4.7 Human Resources for the System
  - 6.4.8 Finances for Library Service
- 6.5 Let Us Sum up
- 6.6 Assignment
- 6.7 Recommended Books
- 6.8 Model Examination Questions

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## 6.0 AIMS AND OBJECTIVES

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The proper functioning of libraries need a system and this system is only possible through library legislation. This unit aims to provide a comparative study of library legislation in different states in India.

After studying this unit, you should be able to

- describe the functions of library legislation
- discuss the attempts made for library legislation
- explain the salient features of Library Acts in India
- make a comparative study of Library Acts in India.

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## 6.1 INTRODUCTION

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Public library service is necessary for a common man like his minimum needs such as food, water, shelter, clothing etc. So, more or less equal importance is to be given to public libraries on par with minimum needs programme.

Sohan Singh, former President of Indian Library Association, justifies the provision of public library service: "The question has been asked time and again. Time and again we have answered it; but always, we have to start from the very beginning. We have said that you do not need legislation for what you call "the more important things", because in a democracy the people will not tolerate a government which neglects them. The pangs of a hungry stomach shall not be left unheeded, but a hungry brain raises no pangs and however perilous the neglect of nourishment for the brain may prove to be, you cannot raise revolutions on it. But perilous, indeed, the neglect is. You need no time-table to fulfil your bodily needs. And the much needed self-discipline that time-table imposes in the life of an individual is imposed in the life of nation by legislation." Even then, to achieve the minimum needs of mankind library legislation is necessary. There is a close link between man's needs and the library service.

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## 6.2 LIBRARY LEGISLATION

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All the countries, whether developed or developing, need library legislation. There is no substitute for library legislation, which has statutory authority of the State. As per the constitution libraries are listed under the state subject. Therefore, it is obligatory on the part of the State to provide library service for the public.

### 6.2.1 Need for Library Legislation

Modern India has a good tradition in public libraries being organised by voluntary organisations, endowments and co-operative Societies. Generally these libraries function during the initial years with the initiative of some enthusiastic young persons. In course of time when the young people lose interest the libraries will disappear. It is evident that not even ten per cent of the libraries started during this century have survived. The main reason for it is the lack of perennial resources of income and good system for maintaining these libraries continuously. In fact library legislation will reinforce these two inputs for the successful growth and continuance of public library service.

## 6.2.2 Library System with Executive Orders

It is an accepted fact, that simple executive orders provide for a sound system, however good it might be and at the same time executive orders cannot guarantee finances needed for a good system. With the ever growing needs, the need for finances will proportionately grow. It will only be possible with a proper State legislation. The reasons for library legislation are enumerated below.

The library legislation should

- constitute a proper administrative and supervisory body with executive powers;
- provide a well organised library system for the State, district and up to the remote village level;
- provide a steady and perennial source of finance;
- maintain standards in library service;
- save the libraries from becoming tools in the hands of bureaucrats and political high ups;
- provide free library service; and is
- obliged to with response and proper accountability.

## 6.2.3 Five Functions of Library Legislation

It is said State Library Legislation has the following five factors. It should

- 1) clearly define the government's responsibility in the matter of public libraries in the State, with a statutory base
- 2) lay down the constitution and functions of the library authorities at state and district levels
- 3) provide an assured financial support, and smooth flow of finances. There are two ways of providing a firm basis for finances:
  - library cess as surcharge, and
  - allocation of a certain percentage of the education budget
- 4) provide proper governance and management
- 5) provide for participation of the representatives of the public, in the development of the public libraries in the system.

## 6.2.4 Objectives of Library Legislation

The Regional Seminar on Library Development in South Asia has evolved the following objectives of free public library service. The objectives should have provisions

- 1) to house materials giving reliable information and wholesome recreation
- 2) to organise them so as to promote their use
- 3) to convert potential readers into actual readers

- 4) to fulfill the objectives, a good library bill should clearly depict
  - i) the objectives to be achieved and the acceptance of the responsibility to be discharged
  - ii) the organisation, with its component parts, which will discharge this responsibility
  - iii) the provision of finance.

### **6.2.5 Mandatory Library Legislation**

The *UNESCO Public Library Manifesto, 1994* states that the public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local Governments. It has to be an essential component of any-term strategy for culture, information provision, literacy and education. The public library should be wholly maintained from public funds, and no direct charge should be made to any one for its service. It is evident, that library legislation is inevitable for effective library service. Library legislation will generate funds perennially for the working of the Public Library System. This will also facilitate the maintenance of standards in rendering library and information services effectively and efficiently.

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## **6.3 FIVE MODEL LIBRARY ACTS / BILLS**

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India over a period of seventy years five Model Public Library Bills have been drafted with view to shape the library system at the State level. They are

- 1) 1930 Model Public Libraries Act by Dr. S.R. Ranganathan (Revised in 1972)
- 2) 1963 Model Public Library Bill - Dr. M.D. Sen Committee
- 3) 1964 Model Public Library Bill - The Working Group of the Planning Commission, Government of India
- 4) 1989 Model Public Libraries Bill, by Dr. V. Venkatappaiah for Indian Library Association
- 5) 1995 Model Public Libraries and Information Services Bill - by Dr. V. Venkatappaiah for ILA.

Let us discuss these bills/acts in some detail in the following sections.

### **6.3.1 Model Library Act of Dr.S.R. Ranganathan**

The first Model Public Libraries Bill was prepared by S.R. Ranganathan and was discussed at the First All Asia Educational Conference held at Benares during 26-30th December, 1930. With some changes this Model Bill was drafted as Bill and introduced in West Bengal Legislature in 1931, and Madras Legislature in 1933. There was difference of opinion on the compulsive element in the financial clause.

### **6.3.2 Model Bill of the Ministry of Education, Government of India**

The Government of India appointed an Advisory Committee for Libraries in 1957, under the Chairmanship of Shri K.P.Sinha, the former Director of Public Instruction, Bihar. This committee recommended for Library Legislation in each State. As a follow-up action of the Advisory Committee, the Ministry of Education, Govt. of India appointed a committee under the Chairmanship of M.D. Sen. The Committee drafted Model Public Libraries Bill in the year 1963. The Government of India communicated this Bill to all the States. There was no response to this draft bill.

### **6.3.3 Model Bill of the Planning Commission, Government of India**

The Planning Commission, Government of India constituted a "Working Group on Libraries" in 1964 to Plan, to advise on the development of Libraries during the Fourth Five-Year Plan. The Working Group recommended a Library Development Scheme to be implemented in the Fourth Plan period, with a financial commitment of Rs.309 million. During the Plan period it was contemplated to establish new libraries and maintain and improve the existing ones. The Working Group submitted its report on 7th September, 1965. The Working Group on Libraries has noted the difference of opinion on the question of library cess, and has, therefore, considered it advisable to leave it to the State Governments to take decision on this issue. This bill was circulated to all the States and Union Territories for necessary action. However, on account of various reasons, this was not considered even by a single State Government.

### **6.3.4 Model Bills of Dr Velaga Venkatappaiah**

Indian Library Association which was formed in 1933 has shown keen interest in library legislation. The ILA circulated the Model Public Libraries Bill prepared by Dr. S.R. Ranganathan in 1942 to all the provincial Governments. The ILA discussed library legislation at various seminars organised during 1964, 1978 and 1981. The ILA Council at its meeting dated 23rd June, 1989, resolved to prepare a model library bill, keeping in view the recent developments and experiences gained from the existing Library Acts. Dr. Velaga Venkatappaiah the Chairman, Central Sectional Committee on Public Libraries of the ILA, was asked to prepare a Model Library Bill. Accordingly, Dr. Venkatappaiah drafted the Model Public Libraries Bill.

The draft on Model Public Libraries Bill was discussed in detail at the *National Seminar on Public Library Legislation* held at New Delhi on 14th February, 1990. The Seminar was organised by ILA in collaboration with RRRLF, in connection with the 9th New Delhi World Book Fair. The Seminar in principle accepted the draft with a few amendments as suggested by the participants. The final product of the Seminar, namely the *Model Public Libraries Bill* was published by ILA in 1991 and the same was communicated to all the states and union territories. A few states have reacted favourably to the Model Bill.

### **6.3.5 New Model with Information Service Inputs**

In the wake of the following changes in the country such as

- New Panchayat and Municipal Acts after amending the Constitution in 1992 and brought into force from 1993
- Unesco Public Library Manifesto 1994 (2nd revision)
- Rural Library Scheme of the Government of India, 1994
- Education for All Programmes
- Emerging necessity of Right to Information
- Information explosion in the Third World Countries
- Use of information as a resource

Final report of the National policy of the Library and Information system and the recommendations of the Empowered Committee, May 1986.

There is a need to restructure and strengthen the existing Public Library Acts and to enact new Acts where there is no legislation to

provide a public Library and Information System in the State

maintain Standards in service

arrange perennial source of income to the system

lastly, to involve people's participation including women at all levels.

The Second National Seminar on Library Legislation was held at Tenali on 12th August, 1995. As a result of this seminar *The Model Public Library and Information Services Bill* was drafted by Dr. Venkatappaiah after including necessary information service inputs and circulated to all the states and union territories and expecting a good response from them.

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## 6.4 STUDY OF THE LIBRARY ACTS

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During the last five decades about 12 Library Acts have been passed and the details are given below.

- 1) 1945 Kolhapur Public Libraries Act
- 2) 1948 Madras Public Libraries Act
- 3) 1955 Hyderabad Public Libraries Act
- 4) 1960 Andhra Pradesh Public Libraries Act
- 5) 1965 Karnataka Public Libraries Act
- 6) 1967 Maharashtra Public Libraries Act
- 7) 1979 West Bengal Public Libraries Act
- 8) 1988 Manipur Public Libraries Act
- 9) 1989 Kerala Public Libraries Act
- 10) 1989 Haryana Public Libraries Act
- 11) 1993 Mizoram Public Libraries Act
- 12) 1994 Goa Public Libraries Act

After the reorganisation of Indian States in 1956, Kolhapur State was merged with Maharashtra State, and Hyderabad State with Andhra Pradesh State, the earlier Kolhapur and Hyderabad Acts were amalgamated in Maharashtra and Andhra Pradesh Acts, respectively. A comparative study of the Acts is to be made on the following aspects:

- 1) Preamble
- 2) Andhra Pradesh State Body at State level
- 3) Directorate at State level
- 4) Units at District level
- 5) Head of the City/District Library Authorities
- 6) Chief Executive of the City/District Library Authorities
- 7) Human Resources for the System
- 8) Finances for Library Services
- 9) Registration of the Books and other items

We will study some more details about the above mentioned elements in the following sections.

#### **6.4.1 Preamble of a Library Act**

The Preamble what is known as is the "Tilakam" of the Act, which brings out the purpose of legislation in a nutshell. Since it is a declaration of the reasons and motives behind library legislation, it should be precise and explicit.

The British Act says: "an Act to plan the public library service provided by local authorities under the superintendence of the Secretary of State, and to make new provisions for regulating and improving the service."

The Danish Act says: "the purpose of public libraries is to promote the spread of knowledge, education and culture by making books and other suitable material free of charge". Whereas the Madras Public Libraries Act has a simple preamble "to provide for the establishment of public libraries, and the organisation of a comprehensive rural and urban library service". Andhra Pradesh, Karnataka and Maharashtra Acts have almost more or less the same preamble.

The West Bengal Act has a preamble which reads as follows: "to provide for the establishment of Public Libraries in the State of West Bengal and to regulate; guide, control, supervise, and to grant recognition to the existing libraries in the State as also to provide for a comprehensive rural and urban library service in the State of West Bengal." Kerala Act had the preamble, which says "libraries are necessary to give fillip to the library movement".

While reviewing the Andhra Pradesh Public Libraries Act the Ekbote Committee was not satisfied with the existing preamble of the Act and recommended: "Whereas it is expedient to organise a State Library system for the purpose of fostering and promoting the spread of knowledge, education and culture, for strengthening the forces of socialism, secularism, democracy and rule of law and by fostering and promoting the establishment and operation of free public libraries comprehensive and efficient service, providing to all the citizens of the State, equal opportunity of access, in rural as well as urban areas freely and for matters connected therewith". This is quite comprehensive and apt for the changing times. It will have its weight as the Government incorporates it in the Library Act, or while amending the Act.

Among the twelve Acts so far enacted, the Hyderabad Public Libraries Act is supposed to be the best one with all components such as State Library Authority, State Library Council, with a very good nomenclature of libraries, namely District Public Libraries etc. The word "Public" has greater relevance than the existing District Central Libraries, without any significant functional value.

#### 6.4.2 Apex Body at State Level

The Model Library Act, 1930 by Dr.S.R.Ranganathan, insisted that a State Library Authority should be the apex body in the system. The Model State Library Act has the following Sec.(21) "... for the purpose of promoting and organising a library system in the State of *Grantha Jagat*, the Minister of Education for the State shall be the State Library Authority". It shall be the duty of this Authority to provide for adequate library service in the State and "for progressive development of the institutions devoted to the purpose, and to secure the effective execution by Local Library Authorities, of the national policy for providing adequate library service to the people." Excepting the Hyderabad Public Libraries Act, 1955 no where else, the administrators have realised the importance of the State Library Authority.

In almost all the Acts discussed so far there is a provision for State Library Committee to advise the Government on all matters arising under the Act and also provision to exercise and perform such other powers and duties as may be prescribed. Since such a committee functions more or less as an advisory body in nature, without any authority, most of its resolutions are not implemented by Government, for various reasons. That is why the Ekbote Committee very strongly advocated the need for a State Library Authority in its Report. As a result of this, the Government of Andhra Pradesh amended the Andhra Pradesh Public Libraries Act, 1960 recently and incorporated *Andhra Pradesh Granthalaya Parishad* in a modified form as the State Library Authority as envisaged by Dr. Ranganathan. The basic difference here is that the Minister happens to be the State Library Authority in the Model Act of Dr.Ranganathan. But in *Granthalaya Parishad*, its chairman is nominated by State Government.

In Goa, there is a State Library Authority. It is advisory in nature. The experts believe and in the experience of the developed countries there should be State Library Authority, with the Minister for Libraries as its head and a State Library Committee with elected/nominated person as its President to advise the Government on all matters pertaining to libraries. Both the bodies are necessary in the system.

#### 6.4.3 Directorate at State Level

For implementing various sections of the public libraries Act, and to carry out the programme of the Government at the State level a separate Directorate is necessary, with a professional Director. In the Model Acts and in the Acts of Karnataka, and Maharashtra, it has been mentioned that the Head of the Department must be professional. In the Acts this is not mandatory. Hence, the possibility of installing some unqualified persons from the Education Department in the Department of Public Libraries remains open. This may prove harmful. The professional organisations have taken the issue seriously and passed resolutions that unqualified persons should not have any place in the Department of Public Libraries. To have a uniform pattern of designation may be difficult in India since library service is subject in the State list, as per the constitution of India. But in the Act itself there must be some provision to the effect that a qualified librarian alone could be posted as head to ensure better results from the legislation.

#### **6.4.4 Administrative Units at District Level**

The functions of the district administrative units are almost similar in all the Acts with the title District/Local Library Authority. Andhra Pradesh has changed the name of the district unit to a vernacular form as *Zilla Granthalaya Samstha*. In principle, the district unit is a corporate body. In addition to the District Library Council in each district, there are Taluk Library Unions for each taluk for organising and administering public libraries, in the Kerala State.

#### **6.4.5 Head of the City/District Authorities**

According to the Library Acts of Madras, Hyderabad, Andhra Pradesh (before 1987 amendment) and Manipur, the chairman of the district unit is to be elected by the Members of the District Library Authority. According to the amendment to the Act (1987), the chairmen of a City/Zilla Granthalaya Samsthas are to be nominated by the Government. While amending the Andhra Pradesh Public Libraries Act, 1960 in 1986, the Minister for Public Libraries in the statement of objects and reasons supported the culture of nomination. It also stated that "the present system of election to the membership of Zilla Granthalaya Samstha is not conducive or helpful in furthering the cause of the public library services, and also in view of the proposed Mandal setup in the State, it is considered desirable that the Zilla Granthalaya Samsthas should be compact bodies consisting of nominated and ex-officio members. It has, therefore, been decided to suitably amend the said Act". Accordingly, the Andhra Pradesh Public Libraries Act, 1960 was amended in 1986.

There is a provision for Vice-Chairman in the Model Public Libraries Act. In the Kerala Act, there is a clear provision for President, Vice President, Secretary and Joint Secretary at State, District and Taluk levels. This is a unique provision.

#### **6.4.6 Chief Executives at District Level**

In Tamil Nadu, from 1972 onwards the posts of District Library Officers were created to act as ex-officio Secretaries of the Local Library Authorities. These are in addition to the posts of Librarians of the District Central Libraries, which have been in existence from the inception of the Act. Till 1960 in Andhra Pradesh, the District Educational Officers were happened to be the Chief Executive Officers, i.e. Secretaries of the District Library Authorities. Later, the Act was amended and the Librarians of the District Central Libraries were made the Ex-officio Secretaries of the District Units. In case of Maharashtra, the Educational Officer of the Zilla Parishad, who may be an unqualified person holds this post. They are ex-officio Secretaries of the District Library Committees. This has to be changed and brought in line with the system prevailing in other States.

Kerala Public Libraries Act specifies that the Secretary, District Library Council shall be the Chief Executive Authority of the Council. It shall be the duty of the Secretary of the District Library Council to give effect to the resolutions of the Council. The Joint Secretary shall perform such other functions as may be entrusted to him by the Executive committee of the Council. The peculiar features of Kerala Act is that Secretary and Joint Secretary will be elected by the District Library Committee.

#### **6.4.7 Human Resources for the System**

Any system, if it is to function on sound lines, must provide adequate security to the staff. In Tamil Nadu, Maharashtra, and Karnataka states all the staff members working in the system are Government

servants. In Andhra Pradesh, all the librarians of the district central libraries have been made Government servants. The other staff are eligible to get all the benefits admissible to the employees of the Local Administrative Bodies. The Model Act of Dr. Ranganathan, and the Acts of West Bengal, Kerala and Manipur have not mentioned anything about the staff working in the system. The Mysore Act has the following provisions:

- 1) all posts in the Department shall be filled up by appointment of persons belonging to the State Library Service
- 2) all members of such service shall be Government servants
- 3) their recruitment and conditions of service shall, subject to Article 309 of the Constitution, be regulated by rules
- 4) the salary, allowances, gratuity, pension and other benefits of the members of the State Library Service shall be met from the consolidated fund of the State.

Thus, to ensure these guarantees, a provision must be made to the effect in the Act itself. This is supposed to be a model provision.

#### **6.4.8 Finances for Library Service**

To meet the day to day expenditure and maintenance of libraries every library authority shall maintain the Library Fund at state and district levels. Among the ten existing Acts, only the Karnataka Public Libraries Act maintains a State Library Fund, from which all payments under the Act are met. The following sums are credited to the State Library Fund:

- 1) The grants made by the State Government to the State Library Authority to perform the duties entrusted to it
- 2) Grants which the Central Government may make
- 3) Contributions and gifts made to the State Library Authority
- 4) Funds and other rules or bye-laws made under this Act.

One peculiar feature of the Kerala Public Libraries Act is that, the State Library Council maintains a fund called the State Library Fund from which all the expenses of the State Library Council, District Library Councils, and Taluk Library Unions, are met. There are no separate library fund at District or Taluk level. The grants of the State and Central Government etc., are to be added to the State Library Fund. The State Library Council is empowered to distribute from the State Library Fund such amounts as may be required for each of the District Library Councils and Taluk Library Union.

As per the 1989 amendment of the Andhra Pradesh Public Libraries Act, *Andhra Pradesh Granthalaya Parishad* (State Library Authority) shall have its own fund, consisting of

- 1) The grants made by the State Government
- 2) All the moneys received by or on its behalf under the provisions of this Act or any other law for the time being in force or under any other contract
- 3) All proceeds of the disposal of the property by or on behalf of the Parishad
- 4) All moneys received by or on behalf of the Parishad from Public bodies, private bodies or private individuals by way of grants, donations or deposits

- 5) All moneys received by or on behalf of the Parishad from Public bodies, private bodies or private individuals by way of grants, donations or deposits
- 6) Such other sums from the Zilla Granthalaya Samsthas as may be required for specific purposes as provided under the Act or as per the instructions of the Government from time to time.

In practice, the parishad is functioning with the meagre funds, of the Government grant without much activity. Every District Library Authority shall maintain a fund called District Library Fund, from which all payments under this Act shall be met. More or less in the Acts of all the States, the sums credited to the District Library Fund are the same.

- 1) Library cess collected from the Local Bodies;
- 2) Contribution made by the State Government;
- 3) Any special grants given by the State Government;
- 4) Any grants given by the Government of India to the State Government for development of public libraries; and
- 5) Any contributions or gifts made by the public for development of public libraries.

In states like Maharashtra, West Bengal, Manipur, Mizoram and Goa there is no library cess and the Government maintains the Authorities from the consolidated fund of the State. Dr.S.R. Ranganathan and many experts are in favour of a library cess, since it assures a steady income. The rate of library cess differs from State to State.

However, it is to be concluded that levying of library cess is necessary for generation, of funds perennially, without depending much on the State budget allocation.

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## 6.5 LET US SUM UP

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India has a creditable history of libraries in the past and present. Dr. S.R. Ranganathan, the doyen of the library profession in India, made serious efforts to promote library legislation right from 1930 till his death. He was associated with the library legislation in Madras, the erstwhile Hyderabad, Andhra Pradesh, Karnataka and Maharashtra during his life time. In fact all these five Acts are to certain extent based on his Model Public Libraries Bill. A few months before he passed away (in 1972) he had brought to the notice of the Union Government and all the State Governments, to enact Library Laws. With the local initiative of professionals and friends of the library "the states like West Bengal, Manipur, Kerala, Haryana, Mizoram and Goa passed the Public Libraries Act. Some states will fall in the line of success in the next few years. However, in the wake of recent development in the library and information service and the needs of the community all the Acts so far enacted are to be restructured by reinforcing necessary inputs like free flow of information, community information services, and protecting the Right of Information.

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## 6.6 ASSIGNMENT

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Prepare a note on the need for library legislation and the present library system in India.

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## 6.7 REFERENCES AND RECOMMENDED BOOKS

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## 6.8 MODEL EXAMINATION QUESTIONS

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### I. ESSAY QUESTIONS

- 1) Explain the need and purpose of library legislation at the State level.
- 2) Evaluate the system of Library Legislation in India.
- 3) Make a comparative study of Public Library Legislation in India.

### II. SHORT NOTES

- a) Preamble of a Library Act
- b) Dr Venkatappaiah's Library Bill
- c) Granthalaya Parishad
- d) Provision for Finances in Library Acts

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# UNIT - 7 : LIBRARY MOVEMENT AND LIBRARY LEGISLATION IN ANDHRA PRADESH

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## Structure

- 7.0 Aims and Objectives
- 7.1 Introduction
- 7.2 Early Public Libraries
- 7.3 Initiative of the British Officers
- 7.4 Growth of Public Libraries
- 7.5 Factors Promoting the Library Movement
  - 7.5.1 Inherent Nature of Man
  - 7.5.2 Economic Stability
  - 7.5.3 Education for the Masses
  - 7.5.4 Social Conditions
  - 7.5.5 Political Situation
- 7.6 Growth of Libraries Shaped as Movement
- 7.7 Activities of the Association
  - 7.7.1 Role of Andhra Jana Sangham
  - 7.7.2 Suspicious Attitude of Government
  - 7.7.3 Support of Golkonda Patrika
  - 7.7.4 Other Events
- 7.8 Contribution of the Movement
- 7.9 Library Legislation in Andhra Pradesh
  - 7.9.1 Salient Features of the Act
  - 7.9.2 Granthalaya Parishad as Apex Body
  - 7.9.3 Structure of the System
  - 7.9.4 State Central Library and Regional Libraries
  - 7.9.5 Functions of Zilla Granthalaya Samsthas
  - 7.9.6 Sources of Finances
  - 7.9.7 Libraries under Voluntary Organisation
  - 7.9.8 Library Services in the State
- 7.10 Let Us Sum Up
- 7.11 Assignment
- 7.12 Recommended Books
- 7.13 Model Examination Questions

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## 7.0 AIMS AND OBJECTIVES

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This unit discusses the rise and growth of library movement in Andhra Pradesh, including library legislation in the State.

After studying the unit you will be able to

- describe the nature of social movement

- explain the growth of libraries during the last two centuries

- discuss the growth of libraries which led to a movement and the salient features of library movement in A.P.

- narrate the functions of library legislation

- describe the library system in Andhra Pradesh and the impact of the library movement on the State.

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## 7.1 INTRODUCTION

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Nineteenth century saw the rise of social movements, which conceived, established and developed a number of institutions to conserve and disseminate the recorded knowledge. Schools, Colleges, Oriental Institutions, Grameen Vidyapeeths, Raitanga Vidyalayas, Public Libraries, Gymkhanas and Vyayamasalas are a few among many. Of these the public libraries played a great role in creating social consciousness and in spreading of knowledge in society.

The term "social movement" is being used to denote a wide variety of collective attempts to bring about a change in certain social institutions or to create an entirely new order. The aim of a social movement is to make one effort to change the social order and to lead it in a better direction. In this process of change the reading materials play a vital role.

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## 7.2 EARLY PUBLIC LIBRARIES

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In the annals of Indian History the 18th and 19th centuries may be said as a period of renaissance. The important feature of this period is that many enthusiastic young people came forward to organise the institutions and associations for the benefit of common man. At the same time printing press revolutionised the production of books facilitating the availability of books at low prices. Really it gave an impetus to the movement.

Democratisation of knowledge was the result of modern advance in printing books and catering it through libraries, developed into a new aspect of social services. The Vedic ideal of "distribution of knowledge is charity par excellence" stimulated progressive thinkers to start library service. So, library service as a movement of the people, for the people and by the people is essentially a modern concept and took shape gradually from 1800 onwards. The library of "Paravasthu family" of Visakapatnam, which was accessible to a chosen few in 1800, later developed into Arsha Granthalaya and opened to public, marks the transition period in our outlook toward libraries. Another example of the same nature is found in the case of personal library of Raja Rameswara Rayalu I (1821-65). The Raja Saheb of Wanaparathi was a scholar well-versed in eight languages.

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## 7.3 INITIATIVE OF THE BRITISH OFFICERS

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During the year 1839, a judicial officer James Thomas started a public library at Rajahmundry. His wife Julia Thomas, in her book entitled *Letters from Madras* (1846), depicted the functioning of that library as follows:

"The reading room is established and much approved. The doors are opened before six in the morning, but there are always people waiting outside, ready for the first movement they can get in. Always twenty or thirty at a time sitting there and about a hundred come in course of the day. The wall is hung with diverse penny pictures, which are much admired, especially that of the Queen on horse-back. We have found plenty of suitable books in English, Hindustanee, Tamil and Gentoo (Telugu) and I think it seems to be very pretty invention, and likely to give great satisfaction.... We lately received a petition, signed by the Principal people, chiefly Mussulmans, in several surrounding villages, begging us to supply them with books of the same kind as those in our reading room mentioning the names of several that they particularly wish to have and saying that they will thankfully pay for them, if we will procure them. Therefore we have now, a sort of circulating library in the district. We consign a packet of books to the headman in the village, and he passes them to the rest, and when they are all read, we send out a fresh supply." There may be some more libraries which were started on similar lines.

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## 7.4 GROWTH OF PUBLIC LIBRARIES

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Some more libraries were started in those days. The Theosophical Society, Guntur started a library in 1850. Shri Müdigonda Sankararadhya promoted *Sankarananda Library* at Secunderabad in 1872. Shri Manthana Adinarayana Murthy, a school teacher of Visakhapatnam started *Saraswati Nilayam* in 1886. At that time, another library was established at Hyderabad by Moulvi Abdul Quayyum, a nationalist and a patriot in 1886. This was later developed as *Asafiya State Library* in the year 1891, through the efforts of Moulvi Syed Husaeni Bilgrami, the then Director of Public Instruction of Nizam's Government. It was popularly known as *Kutub Khane Asifiya*. (Now this library is converted as the State Central Library).

There were libraries in towns and villages, like Pulivendula (1889) in Cuddapah District, Ongole (1892), Vijayanagaram (1894), Kumudavalli (1897) in West Godavari District, Rajahmundry (1898), Nellore (1899) and so on in many places. All of these libraries were started by the progressive youth. They symbolised of people's wish and an expression of their creed. Like-wise about 300 libraries were started in the first quarter of this century. It may be a fact that Andhras derived some inspiration from Baroda to some extent. But our movement sprang up as people's movement and still continuing and will be continued further. In contrast the successors of Maharaja Sayajirao Gaekwad of Baroda had no interest in libraries, so the Baroda movement fizzled at since it was groomed up as King's favourite.

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## 7.5 FACTORS PROMOTING THE LIBRARY MOVEMENT

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The library movement in Andhra Pradesh had its origin in the last phase of nineteenth century. This movement was intertwined with all other social movements emerging in the last century. The target or rather the objective of the library movement in those days was the attainment of Independence to

the country. So, this movement progressed as a part and parcel of the political movement. The libraries particularly located in rural areas acted as centres of all activities of rural life. The factors promoting library movement in Andhra and Telangana areas, which has come to be known as Andhra Pradesh since 1956 are enumerated.

### 7.5.1 Inherent Nature of Man

The Indian philosophy is "to better one's self and his condition, and to better one's fellow-men and their condition, is the human ideal of man to lead his brothers from darkness and superstition into light knowledge". This great Indian tradition persuaded the young men to involve in the social movements like the library movement. So, "every humble worker in this movement treated himself to be a spiritual ambassador, a true torch bearer of culture". While library movement in the West was trying to develop only the intellectual skills of human beings, the library movement in Andhra helped to develop a *Complete Man*. This was the philosophy of the library movement, particularly of Andhra Desa.

### 7.5.2 Economic Stability

The great famine that occurred in Guntur district in the year 1832 caused heavy loss to the public and the East India Company. Then captain Buckle studied the conditions and recommended for the construction of a dams on Godavari and Krishna rivers. Accordingly, the East India Company constructed a dam on Godavari in 1848 and Krishna in 1854, under the supervision of Sir Aurthur Cotton and provided irrigation facility. This facility with a regular flow of water on a black cotton soil resulted in bumper crops. The crops gave them economic stability. This prosperity paved the way for the construction of bridges, transportation, industrial developments, and communication facilities.

### 7.5.3 Education for the Masses

Till the eighteenth century education was limited to certain classes of people and the subjects of study was limited to oriental subjects, such as prosody, poetics, astronomy, astrology, grammar, Nirukta etc. In 1820 the East India company constituted a committee, namely, Madras School Book Society to revamp the Educational system. This committee made the following three important recommendations:

- 1) Introducing English as a medium of instruction
- 2) Introducing basic subjects like mathematics, physics, chemistry, botany, geography, literature in the syllabus
- 3) Encouraging the writing and publication of books in simple language.

The East India Company accepted these recommendations and implemented them. As a result a number of schools were opened. The scope for publication of books and periodicals in regional languages increased. With the spread of Western education a new generation of professionals, such as lawyers, doctors, civil servants and other employees in the Company increased in numbers. A new class of people, namely, middle class emerged in the society. With more leisure at their disposal, they were interested in reading. Though the printing of Telugu books was started in Germany through block books during 1547-1747, the printing of Telugu books with movable types was started in Serampore (Calcutta) in 1801, and spread over to Madras, Ballary and Visakhapatnam in the first quarter of that century. At the beginning, the Bible was printed in Telugu and other regional languages and later

a good number of books for learning Telugu, such as primers, grammar, dictionaries and simple stories were printed. People developed the habit of buying and reading books. The culture of reading books gradually increased in the society, which necessitated the establishment of libraries on a small scale, preferably with the donations from local people.

#### 7.5.4 Social Conditions

The Western education, the inherent thinking of the people, and intolerable social order led the people towards the social movements.

- 1) Shri Kandukuri Veereshalingam (1848-1919) a pioneer in social reforms in Andhra led a movement of Widow marriages, against child marriages, and corruption in the offices, among traditional people and officials. He advocated the use of simple Telugu. He used the journals like *Viveka Varthani* (1874) as organs of his movement.
- 2) Shri Raghupati Venkata Ratnam Naidu (1862-1939) a distinguished educationist and an intellectual, through Brahmasamaj movement promoted nationalist outlook among educated men and women.
- 3) Shri Gidugu Venkata Rama Murthy Pantulu (1863-1940) launched reformatory movement in Telugu language, making the language simple and colloquial.

The public wanted and appreciated it. The newspapers and periodicals adopted this style of writing. A large number of books were published in Telugu spoken language which promoted the tests for reading. This situation encouraged the establishment of libraries.

#### 7.5.5 Political Situation

One of the prime reasons for public library movement in India was political awakening. The Madras Mahajana Sabha (1884) and Indian National Congress (1885) were started to create political consciousness among the masses. Swami Vivekananda's address in Chicago at the Parliament of World Religions in the year 1895 and his subsequent work increased universal outlook in man.

Andhra Mahajana Sabha was formed in 1913, with the following objectives:

- Promotion of education and culture among people and create educational opportunities
- Promotion of agriculture and commerce by creating a spirit of co-operation and mutual trust and confidence stimulating interest in public health
- Sanitation and physical culture
- Promotion of Telugu literature to educate the masses
- Secure adequate representation to Andhra in public Services
- Work for the creation of a separate Andhra State.

The Home Rule Movement led by Annie Besant took a concrete shape in 1919 and set itself on the path of enlightenment through schools and libraries.

The *Vandemataram* movement and the *Swadesi* movement witnessed a wave of protest against foreign rule.

The other movements like *Harijan, Khaddar, Hindi* - all of them fell in the same line of freedom struggle. The striking features in all these movements was the involvement of the youth in the rural and urban areas.

## 7.6 GROWTH OF LIBRARIES SHAPED AS MOVEMENT

By 1913, it appears about 300 libraries were established by the voluntary organisations in different parts of Andhra and Telangana areas. Most of them were located in rural areas. Naturally, they had some problems in the management of these libraries.

Taking a note of the need of the hour and spirit of the people Shri Venkata Narasimha Sastry (1880-1933) and Shri Iyyanki Venkata Ramanayya (1890-1979) organised a Conference of Andhra Desa (State) Librarians on 10th April, 1914 in the premises of Shri Rama Mohan Library, Vijayawada. Delegates representing 60 libraries from all parts of Andhra, viz., Ganjem, Visakapatnam, Godavari, Krishna, Guntur, Nellore, Cuddapah, Kurnool, Ballary districts, and Telangana area participated in it. *Kalapurapurna* Chilakamarthi Lakshmi Narasimham Panthulu, a great scholar, presided over the conference and exhorted the participants to strive for the progress without any hindrance and proclaimed *Granthalaya Vedam* declared that "knowledge like air, water and light must be within the reach of all, without distinction of caste, creed and pecuniary position." His inspiring address gave an ideal to the movement.

Andhra Desa Library Association (ADLA) was established on the same day with Dewan Bahadur Shri Macherla Ramachandrarao (1869-1937) as its first President, Shri Iyyanki Venkataramanayya and Shri Nalam Krishna Rao (1885-1961) were elected as Secretaries. Out of them, Shri Iyyanki devoted himself exclusively for library movement and did continuous and selfless service for over seven decades. At that time there was a conceptual change in the library service. Till those days, the library was considered as a store of books. Later, it was conceived as a store-house of knowledge. The old Victorian outlook "which revealed in meticulous care and acquiring in maintenance of stock of books" changed to the view that "Books are for use."

In his own way Shri Suri Venkata Narasimha Sastry a great pioneer in the field, visualised in the earlier part of the first quarter of this century, that a "library is no longer a place where books are merely stocked and made available to visitors nor a librarian custodian...". It is a centre where the tests and inclinations of each individual are noticed and every individual reader served according to

- a) his aptitude
- b) the stage of intellectual development, and
- c) to serve the social purposes he attempts to serve.

This objective has greater impact on the organisation of library movement, as well as the activities of the Andhra Desa Library Association.

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## 7.7 ACTIVITIES OF THE ASSOCIATION

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Andhra Desa Library Association, later called as Andhra Pradesh Library Association (APLA) from 1961 onwards, and rendered commendable service in the field of public library movement in India. Soon after its formation, with dynamic leadership of Sri Iyyanki, it initiated various programmes to develop the movement.

### 7.7.1 Role of Andhra Jana Sangham

On the lines of Andhra Mahasabha in circar region, Andhra Mahajana Sangham was started in 1921, with the initiative of Veterans like Shriyut Madapati Hanumantharao, Adiraju Veerabhadra Rao, Konda Venkata Ranga Reddy, Burgula Rama Krishna Rao and so on. The Sanghams basic aim was to protect interests of Telugu people.

The Sanghians encouraged the opening of libraries in the name of *Andhra Bhasha Nilayams*, and schools in the name of *Andhra Vidyalyayas*. To create library consciousness among the public and to solve the management problems in the libraries, the first Nizams Rastra Andhra Granthalaya Mahasabha (Nizam State Andhra Library Conference) was organised in 1925, and Deshmukh Shri Pingali Venkatarami Reddy presided over the conference. This conference pleaded for the grant-in-aid for libraries from the Government of Hyderabad.

### 7.7.2 Suspicious Attitude of Government

Nizam's Government viewed the movement with suspicion and ordered that the activities of the librarians should be watched carefully. The Nizam Government issued the notorious circular *Gasthi Nishan - 53*. According to it, no library could be established, and no gymnasium should be maintained or conference be organised, without prior permission of the Government. The organisers of the Telangana movement had to obtain permission to hold the library conference at Suryapet. The Government refused to give permission to hold the conference. Ultimately, they could get permission to hold the conference. Ultimately, they could get the orders from Hyderabad High Court, asserting the fundamental rights of a citizen for promotion of libraries. This is a historical event in the library history.

### 7.7.3 Support of Golkonda Patrika

The *Golkonda Patrika* was started in 1926, as weekly, later it was published twice in a week, and later as a daily under the editorship of Shri Suravaram Pratapa Reddy, a critic and a great scholar. The *Golkonda Patrika* gave a helping hand to the oppressed to fight against dictatorial attitude of Nizam. Its news items provoked the people to express their unhappiness against the Nizam's rule. The *Golkonda Patrika* published a good number of editorials on libraries. Ultimately, the Government was forced to withdraw the nepotic 'firmana' called *Gasthi Nishan*.

One more note worthy feature of the *Golkonda Patrika* was its free distribution to rural libraries in Telangana. This initiative encouraged the young people to start libraries in rural areas.

### 7.7.4 Other Events

The State Congress started by Swami Ramananda Teertha in 1935 and the Andhra Desa Library conferences held in Singareni Collieries 1944, in Kyatur 1946, in Suryapet 1950, in Janagama 1953, installed confidence in people about library service. The Hyderabad Library Association started in 1951, with the initiative of Shri K. Ujlambkar. He organised the First All Hyderabad Library Conference in 1954, which was presided over by Dr. S. R. Ranganathan. This conference proposed Hyderabad Public Libraries Act, which took shape in 1955, with the support of Shri Gopalarao Ekbote, the Minister for Education, Local Government and Parliamentary Affairs, Government of Hyderabad. The Hyderabad Library Association was very active and started the *Granthalaya*, a Hindi-English Bi-lingual Library Science Journal and started classes for Librarianship at Certificate level. This Association exerted greater impact among the youth and libraries started in the middle of this century in Telangana area.

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## 7.8 CONTRIBUTION OF THE MOVEMENT

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The purpose of Library Movement in Andhra Desa was not only to develop reading habit, but creating a social consciousness as part of cultural renaissance, while keeping intact the tradition. Newton Mohun Dutt the curator of Libraries of Baroda, in his *Baroda and Its Libraries* (1928), rightly observed that "the Andhra have developed quite a new type of Library, incorporating in its organisation amidst other hoary indigenous institutions of Hindu Temple and ancient village community and a modern public Library". The Library Movement in Andhra gave support to various social, political movements in Andhra, such as *Vandemataram*, *Salt Satyagraha*, Non-cooperation, *Ramadandu*, *Gosthi* and so on. That is the reason, why all the political leaders of the past had direct or indirect involvement with the movement.

The movement acted as a catalytic agency in matters of agriculture, handicrafts, cottage industries and acted as a court to settle certain rural disputes. In fact, it was the only movement which attracted the local talent for the community development programmes by tapping local potentialities which were less expensive and which led to self-help.

All this speaks of the fervent zeal, budding enthusiasm, hard work and service motto of the people towards the movement. In spite of abundant indifference and apathy of the Government, the movement had created library consciousness in the public and made people to evaluate the importance of public libraries, resulting in the "Public Library System" under the blessings of long felt library legislation and institutionalisation of public libraries.

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## 7.9 LIBRARY LEGISLATION IN ANDHRA PRADESH

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Madras Public Libraries Act, 1948 came into force from 1950 in 16 districts in Tamil area and 11 districts in Andhra area. Separate Andhra State was formed in 1953, with Kurnool as its head quarters. The implementation of Madras Act was continued in Andhra State, consequently Hyderabad Public Libraries Act was passed in the year 1955 and came into force in the same year in the Telangana area. When Andhra Pradesh was formed in 1956 as per the recommendation of the States Reorganisation commission the Madras Public Libraries Act was in force in Telangana area. There were some administrative difficulties in operation of both acts in one and the same state, on the same subject. So, both

the Acts were amalgamated, modified brought upto date and were passed as an integrated act namely Andhra Pradesh Public Libraries Act, 1960, which came into force from 1 April, 1960, in the entire Andhra Pradesh, comprising of Andhra and Telangana areas. It was later amended in 1964, 1969, 1987 and in 1989.

### **7.9.1 Salient Features of the Act**

The salient features of the Andhra Pradesh Public Libraries Act are given below:

- 1) Constitution of Andhra Pradesh Granthalaya Parishad, as Apex body with statutory powers and functions, and the nomination of Chairman and members by Government.
- 2) Constitution of a Directorate of Public Libraries to direct, supervise and control the public library system
- 3) Constitution of City/Zilla Granthalaya Samsthas through nomination of Chairmen and members by the Government
- 4) Libraries of City/District Central Libraries as ex-officio Secretaries of the City/Zilla Granthalaya Samsthas
- 5) Collection of eight paise library cess on house tax and property tax collected by Local Bodies
- 6) Payment of salaries of the staff working in the City/Zilla Granthalaya Samsthas by the Government
- 7) Grant-in-aid to private libraries by Government and City/Zilla Granthalaya Samsthas.

### **7.9.2 Granthalaya Parishad as Apex Body**

The new feature of the Andhra Pradesh Public Libraries Act is the constitution of the Andhra Pradesh Granthalaya Parishad, by amending the Act, in 1989. It acts as Authority in case of State Central Library and other matters it will Act as an advisory body only. This provision was not similar to the provision envisaged by Dr. Ranganathan. It is different one. So, in all the Acts so far passed except Kerala Act to certain extent there is no place for state Library Authority, as Dr. Ranganathan visualised in his Model Library Act.

The objectives of the Andhra Pradesh Granthalaya Parishad are given below:

to organise and promote library service in the State;

to establish, equip, maintain and develop an integrated, comprehensive and efficient library service in the State;

to augment the supply of books and periodicals to all the libraries in the State;

to develop infrastructural facilities such as buildings, furniture, equipment to all public libraries and Zilla Granthalaya Samstha in the State;

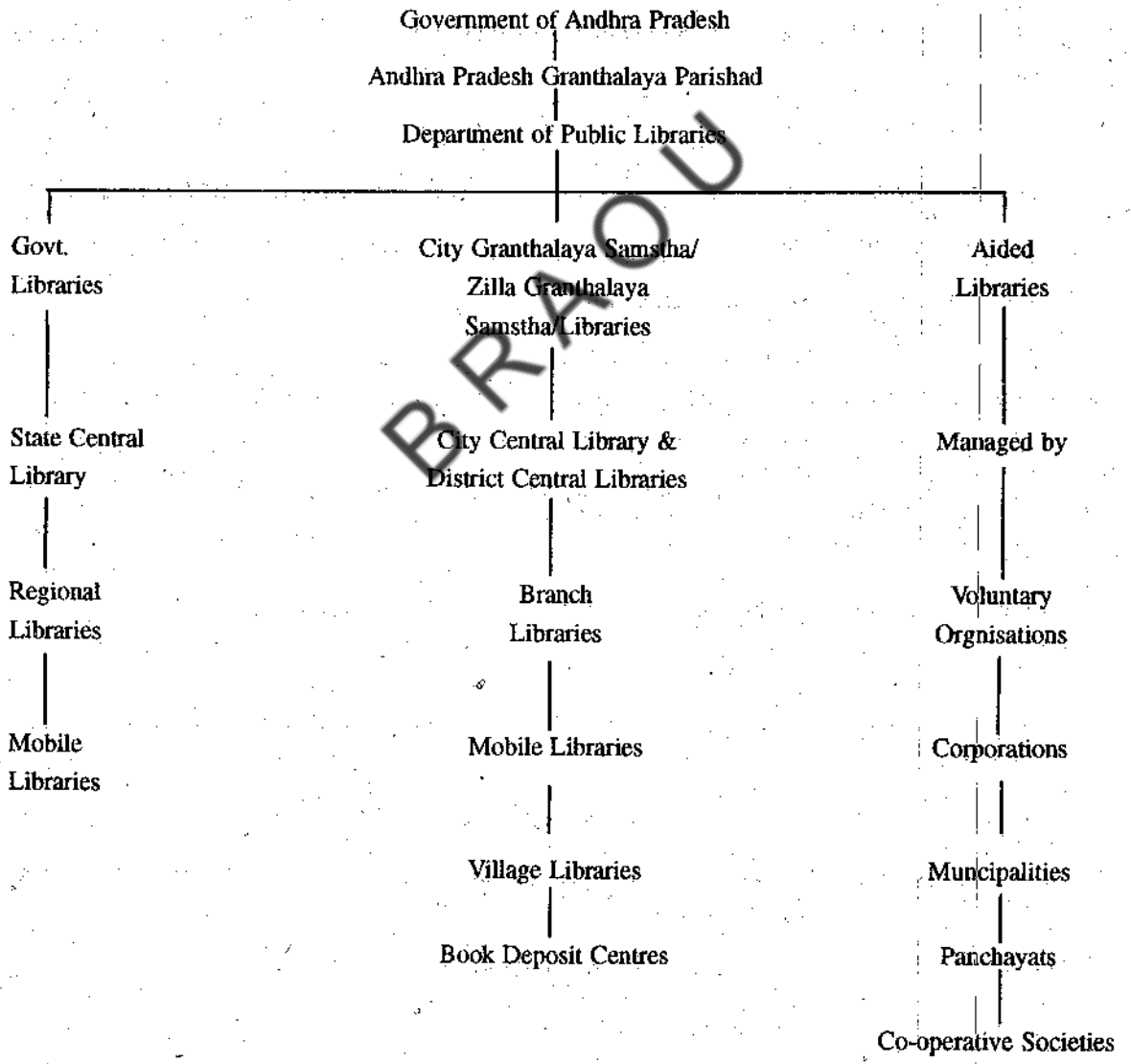
to raise finances and regulate their usage for the promotion of Library service;

to undertake other related activities;

- to augment the income of the Parishad and Zilla Granthalaya Samsthas and suggest ways and means for raising additional resources; and
- to prepare long term and short term plans for improving the library service in the State and also to supervise the implementation of approved plans".

**7.9.3 Structure of the System**

In fact the Government recognised the parishad as Principal Policy formulating body, but it should also act as an advisory body to Government and the parishad shall always function under the general supervision and control of the Government. Since the Government is a supreme body in the State, it shall have power to give such directions as deem fit and necessary from time to time. The Government may review the working of the parishad, whenever it desires to do so. The structure of the present Andhra Pradesh Public Library System is as follows:



When we take up the issue from the management side, the public libraries in the State fall under the following categories.

Libraries managed by —

- 1) Government of Andhra Pradesh: State Central Library, State Regional Library, Mobile Libraries.
- 2) Zilla Granthalaya Samsthas, District Central Library, Branch Libraries, Village Libraries, Book Deposit Centres, Mobile Libraries.
- 3) Local Bodies, Co-operative Societies and Voluntary organisations; Private Libraries.

Irrespective of the type of management of the libraries, the entire system is either managed, supervised, controlled or directed by the Director of Public Libraries, for making libraries more useful to the public.

#### **7.9.4 State Central Library and Regional Libraries**

The Asafia State Library, Hyderabad was established by the erstwhile Nizam Government in the year 1891 and shifted to the present spacious building during the year 1936. Originally, it was intended to preserve the rare books and manuscripts in Urdu and Persian languages for the use of scholars and public. From the year 1960, it was treated as State Central Library for the Andhra Pradesh State. The establishment of Regional Libraries in the State is nothing but accidental. The Andhra State formed in 1953 had to establish a State Central Library at Visakhapatnam during the year 1954-55.

On first November, 1956 separate Andhra Pradesh was formed integrating the areas of Andhra and Telangana. There was already a State Central Library at Hyderabad. Meanwhile the State Central Library, Visakhapatnam was shifted to Guntur and changed its name as State Regional Library in the year 1958. In course of spreading the services the Government established the Regional Libraries at Tirupathi and Warangal during 1964 and Visakhapatnam during the year 1965, and Nizamabad during the year 1966. Gautami Granthalayam, Rajahmundry was taken over by the Government and renamed it as Gautami Regional Library during 1978.

#### **7.9.5 Functions of Zilla Granthalaya Samsthas**

To organise the Library system at city and district levels, the Government constituted City Granthalaya Samstha for Hyderabad City and Zilla Granthalaya Samstha for 22 districts, i.e. one for each district of the State. The City/Zilla Granthalaya Samsthas in their jurisdiction, establish City/District Central Library in their head quarters, and Branch Libraries and Village Libraries, wherever necessary and possible.

The City/Zilla Granthalaya Samstha comprises of the Chairman and members nominated by Government, and the representatives of Municipalities, Mandal Panchayats, and aided libraries. The City/District Librarian will be the Member Secretary. The function of the Granthalaya Samsthas are -

- to provide suitable lands and buildings with necessary equipment;
- to stock such libraries with books, periodicals, newspapers and audio-visual materials;
- to provide lectures, including social education;

to distribute grants to public libraries (Aided Libraries) and for social education purposes;

to do in general every thing necessary to carry out the provisions of this Act.

Samstha is a supreme body in the district and the efficiency of the library system depends on its organisation.

### **7.9.6 Source of Finances**

Every Zilla Granthalaya Samstha shall levy in its area a Library Cess in the form of surcharge on property tax or house tax at a rate of eight paise per rupee which will be collected by the local bodies, such as Municipal Corporations, Town Municipalities and Gram Panchayats. Out of the revenue derived from this source, the Samstha shall meet the expenditure for the purchase of books, periodicals, equipment, etc., other than the establishment charges. The Government shall meet the establishment charges such as salaries, pensionary benefits for the staff etc. In some cases, the Government will subsidise the Zilla Granthalaya Samsthas to meet the expenditure other than salaries by way of special grants, where the collection of Library Cess is very poor. But this is not obligatory.

### **7.9.7 Libraries under Voluntary Organisations**

There are several aided libraries in the State managed by Municipalities, corporations, Gram Panchayats, Co-operative Societies and voluntary organisations. These are the libraries, which paved the way for the library movement of the State. They are getting meagre grants from the Department of Public Libraries, even though there is provision in the Act to give grants from Library Fund. Only a few Zilla Granthalaya Samsthas, like Hyderabad, West Godavari and Prakasam are giving some grants to these libraries. In a few cases, libraries like Saraswata Niketanam (Vetapalam) and Sri Krishna Devaraya Andhra Bhasha Nilayam (Hyderabad) are getting some special grants from the grant of Andhra Pradesh and also from the Raja Rammohun Roy Library Foundation. These grants are not at all sufficient to maintain the libraries systematically. The Government should take up their cause separately, by framing the Grant-in-Aid Code.

### **7.9.8 Library Services in the State**

- 1) In all the libraries, there are Reference, Lending and Periodicals Sections. The State Central Library, two Regional Libraries, 15 District Central Libraries and 26 Branch Libraries have Textbook Sections.
- 2) Mobile Library Service at Eluru is covering about 84 villages. Three Mobile Libraries at Hyderabad are covering Greater Hyderabad City in about 100 service points in week. Besides, the Zilla Granthalaya Samsthas are providing Library service with 50 cycle rickshaws covering nearly 500 service points in their respective areas
- 3) There is a Braille Section in the State Central Library serving the blind. There is one trained staff member.
- 4) There are 20 libraries in the State exclusively for children, besides children's Section in most of the Branch Libraries.

- 5) There are 22 Libraries exclusively meant for the use of the women, and most of these libraries are managed by the Women Librarians.
- 6) The Department is conducting Library education course at Certificate level and encouraging certificate courses organised by voluntary agencies.
- 7) Besides the service of providing reading materials, the Public libraries are acting as social education centres, by arranging lectures, book exhibitions, film shows, group discussions, reading circles, seminars, symposia and developmental programmes etc.

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## 7.10 LET US SUM UP

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The peculiar feature of library movement in Andhra Pradesh is that not simply a library movement to supply reading materials to the public to cater the emotional needs of the people; it acted as an integral part of social, cultural and political life of Telugu people. The libraries in Andhra and Telangana acted as centres of all activities of a village. Traditional cultural media such as *Harikatha*, *Burrakatha*, *Tolubommalu* etc. were employed for bringing awareness in the common people. At times the audio-visual aids such as magic lantern, gramophone and microphones were used. In their programmes some libraries organised night schools for adult education classes, and maintained land records. In fact these libraries acted as centres for all types of information useful for a man. This movement ultimately achieved its objectives in two ways: for attaining Independence to the country; and in enactment of library legislation, which established and systematised the library service.

After achieving the objective, the movement gradually weakened. Peoples' participation slowed down. However, the libraries are functioning under the direction of the Department of Public Libraries, Government of Andhra Pradesh.

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## 7.11 ASSIGNMENT

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Prepare a bibliography on the Library Movement in Andhra Pradesh.

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## 7.12 RECOMMENDED BOOKS

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DUTT, Newton Mohun. *Baroda and its libraries*. Baroda Central Library, 1928.

MACKENZIE, Gordon. *A Manual of the Krishna District in the Presidency of Madras*. Hyderabad : District Gazetteers, 1992. (Reprint to the 1883 edition).

GOPALA Krishnayya, Vavilala. *Library Movement in Andhra Pradesh*. Hyderabad: Director of Information and Public Relations, 1977.

RAJU, A.A.N. *Library Movement in Andhra Pradesh*. Delhi: Ajanta Publication, 1988.

VENKATAPPAIAH, V. *Indian Library Legislation*. 2 vols. New Delhi : Daya Publishing House, 1990.

— *Model Library Legislation*. New Delhi : Concept, 1994.

— *Model Public Library and Information Services Act, 1995*.

## 7.13 MODEL EXAMINATION QUESTIONS

### I. ESSAY QUESTIONS

- 1) Enumerate the salient features of Library Movement in Andhra and Telengana areas before the 1950s.
- 2) Explain the Library System in Andhra Pradesh.
- 3) Make a comparative study of the A.P.P.L. Act with other Acts in respect of apex body and district bodies.

### II. SHORT NOTES

- a) Granthalaya Vedam
- b) APLA
- c) Gasthi Nishan - 53
- d) Granthalaya Parishad

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# UNIT - 8 : ORGANISATIONS PROMOTING PUBLIC LIBRARIES

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## Structure

- 8.0 Aims and Objectives
- 8.1 Introduction
- 8.2 International Organisations
  - 8.2.1 FID
  - 8.2.2 IFLA
  - 8.2.3 UNESCO
- 8.3 Professional Associations
  - 8.3.1 ALA
  - 8.3.2 LA
  - 8.3.3 ILA
  - 8.3.4 APLA
- 8.4 Raja Rammohun Roy Library Foundation (RRLF)
- 8.5 Let Us Sum Up
- 8.6 Assignment
- 8.7 Recommended Books
- 8.8 Model Examination Questions

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## 8.0 AIMS AND OBJECTIVES

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Organisations, primarily the voluntary organisations, and in very few cases, the organisations sponsored by Union or State Governments can play a vital role in spreading library and information services. The international and national organisations, and professional associations together in close co-operation can achieve many things for the benefit of the profession.

After studying this unit, you will be in a position to

- explain the salient features of a few important organisations working at the international and national level
- describe the contribution of such organisations in achieving the objectives and goals
- discuss the activities of the organisations and associations promoting public libraries
- list out the publications of the organisations.

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## 8.1 INTRODUCTION

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Any Association is a group activity of like minded people. Every Association has some objectives and goals. The International Federation of Library Associations and Institutions (IFLA) in one of its folders published recently enumerated the functions of a library association. They are to

- 1) Provide a national forum for professional librarians and information workers
- 2) Provide a channel for communication nationally and internationally
- 3) Encourage governments and other organisations to develop national library and information services and policies
- 4) Encourage the drafting and implementation of necessary legislation
- 5) Establish and protect standards of resourcing and services for library and information systems
- 6) Assist with the development of the professionalism among members through conferences, courses and seminars etc.
- 7) Improve the education and training of members particularly through continuing education programmes
- 8) Publish material of interest to the profession
- 9) Carry out relevant research and disseminate the results
- 10) Protect the interests of members
- 11) Protect the interests of the users of the services that the profession supplies
- 12) Establish a constitution and rules for operation

- 13) Establish an effective organisational structure
- 14) Operate democratically.

Advisory Committee for Libraries, India (1958) assigns five functions to the library associations. They are.

- 1) Build up a sense of brotherhood among librarians, cutting across the boundaries of caste, creed, colour and country in a self-conscious community devoted to the cultural elevation of their fellow men. This raises the morale of independent libraries and braces them up to their tasks.
- 2) Explicitly or implicitly build up and instill into the minds of individual librarians a code, an ethics of conduct vis-a-vis their communities; this code helps to place the librarian on a platform of respectability in his community.
- 3) Make an earnest effort to raise the standards or training of librarians to enable them to perform their tasks with greater competence and for the larger benefit of society;
- 4) As a trade union fight for better conditions of service of librarians; and lastly,
- 5) The standard-bearer of library extension service in every country where it exists."

The 'Organisations started at international and national level are working to fulfil the above objectives. We will discuss a few details of the following organisations:

#### I. International level

- 1) International Federation for Information and Documentation (IFID), 1895
- 2) International Federation of Library Associations and Institutions (IFLA), 1927
- 3) United Nations Educational, Scientific and Cultural Organisation (UNESCO), 1946

#### II. National level

- 4) American Library Association (ALA), 1876
- 5) Library Association (LA), 1877
- 6) Indian Library Association (ILA), 1933
- 7) Raja Rammohun Roy Library Foundation (RRLF), 1972

#### III. State level

- 8) Andhra Pradesh Library Association (APLA), 1914

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## 8.2 INTERNATIONAL ORGANISATIONS PROMOTING PUBLIC LIBRARIES

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In this section let us discuss international organisations, namely, FID, IFLA and Unesco, which are contributing extensively towards promoting public library services.

### 8.2.1 International Federation for Information and Documentation (FID)

The International Federation for Information and Documentation was founded in 1895 at Brussels under the name Institute International de Bibliographie by two Belgians, namely Paul Otlet and Henri La Fontaine. Since 1986 its name was changed as International Federation for Information and Documentation. Now its headquarters is in The Hague, Netherlands.

#### (1) Objectives of FID

The main object is to create a 'Repertoire, Bibliographic Universale for keeping the details of all type of documents which led to design the Universal Decimal classification. Besides this it works.

- to group on an international basis, organisations and individuals interested in the problems of documentation;
- to promote the study and practice of documentation in all its brands and forms, and to create an international network of documentation;
- to organise the exchange of information relevant to the work of member organisation;
- to conduct conference dealing with the problems of documentation;
- to publish, sell and distribute periodical and non-periodical publications dealing with documentation;
- to co-operate with other international organisations concerned with related subjects;
- to take such other legal and appropriate measures as may be conducive to the attainment of the above objects."

Today, the FID performs a number of functions which are narrated below:

- Coordination on an international level of the documentation activities,
- Elaboration of the basic problems of scientific information,
- Studies in the field of theoretical and operational aspects of machine techniques and systems,

- Study and evaluation of linguistics and related studies with real potential application to information processing,
- Classification research and standardisation of classification terms,
- Co-ordination of the world-wide revision and expansion programme of the Universal Decimal Classification,
- Study and evaluation of communication forms used to providing information to industry,
- Promotion of training of documentalists,
- Assistance in creating national information and documentation services in developing countries, and
- Facilitate the exchange of information in Member States."

FID carries out its activities through its study and special committees.

FID currently has national/international members and personal/institutional members in 93 countries in all regions of the world and devotes its attention to the development of the modern information professionals and users of information. Issues receiving attention include new trends in information management and service, information in the corporate environment, business, finance and industrial information, information policy research, the application of information technology to information science, and the marketing of information systems and services.

FID is involved in a rich and varied menu of many different information-related activities. As a dynamic and flexible organisation FID deals with all of these areas that are vital to cope with the rapid changes in trade, employment, new product development, health, quality of life and the myriad other challenges of modern life - whether in personal, career, business, national or international forms.

FID's most recent action in establishing the special Task Force on Global Information Infrastructures and Super-Highways (GIIS) and a Special Interest Group on Communication and Information Technologies (FID/CIT). Furthermore, FID has many different Committees and Special Interest Groups such as on Roles and Careers of the Modern Information Professional (FID/MIP), Environment Information (DI), Information for Public Administration (IPA) and on Quality Issues in the Information Sector (FID/QI), to name a few. All members are encouraged to join in the activities of these groups. FID tries to involve its members in the execution of contracts with external parties (e.g. UNIDO or UNESCO). For this purpose the FID is setting up a databank of experts in different subjects areas.

## (2) FID and India

S.R. Ranganathan and INSDOC are closely associated with the activities of FID. INSDOC is the first organisation in India enrolled as a member as early as 1952. The Secretariat of FID committees for Information is now set up in INSDOC. In 1975, India hosted the Third International Study Conference on Classification Research at Bombay, with the theme "Ordering Systems for Global Information Networks". Again in 1985, the Second Regional Conference on Classification Research was held in India. S.R. Ranganathan was a Member in the Committee for General Theory of Classification and Classification Research. He worked as Rapporteur General FID/CA during 1951-1961. He also acted as Vice-President during 1953-56. His services were recognised and was awarded Membership of Honour of FID in 1957.

## (3) Publications of FID

The FID publishes *R & D Projects in Documentation and Librarianship* as a current awareness service and related area of interest. It also publishes *FID News Bulletin (Monthly)*, *International Forum on Information and Documentation* (Quarterly) and Newsletter on Education and Training programme for specialised information personnel (Quarterly). Besides, it has also brought out a large number of Directories and other publications.

## (4) Conclusion

During the last one hundred years the FID has done considerable work in the field of documentation. Its main field of activity is the designing of *Universal Decimal Classification* and in developing it. FID acted as a catalyst for documentation activities at all levels. This body constantly endeavoured to raise the quality of documentation services in many countries.

FID currently has members in all regions of the world and devotes its attention to the development of modern information professionals and use of information. It is promoting research in using information products, information systems and methods, and is directly or indirectly involved in the management of information. And lastly, FID initiates, develops and facilitates global and integrated information programmes, activities and networks to process and deliver information recognising that information is the critical resource at all levels of society. FID is holding its 49th International Congress and Conference in October 1998 in India.

### 8.2.2 International Federation of Library Associations and Institutions (IFLA)

The IFLA was started in 1927 at Edinburgh (Scotland) and now located at The Hague, Netherlands, as "an independent international non-governmental association, without profit motive, whose purposes shall be to promote international understanding, cooperation, discussion, research and development in all fields of library activity, including bibliography, information services and the education of personnel, and to

provide a body through which librarianship can be represented in matters of international interest (ART. 2.2.1)".

(1) **Objectives of IFLA**

The IFLA has the following objectives:

- To promote international understanding, cooperation, discussion, research and development in the fields of library activity, including bibliography, information services.
- To promote education of the personnel; and
- To provide a body through which Librarianship can be represented in matters of international interest.

In pursuance of these objectives, the IFLA shall undertake such tasks and enterprises as may be determined appropriate and desirable, and notably;

- "undertake, support and coordinate research and studies"
- collect, collate, publish and otherwise disseminate information relating to library, bibliography, information and training activity
- organize general and specialized meetings and conferences
- collaborate with international organisations in the field of information; documentation and archives
- set up offices to carry out specific tasks and shall undertake such other activities as will promote fulfilment of theoretical and practical objectives in every field of library activity."

(2) **Structure of IFLA**

The structure of IFLA, as spelt out by its official document is mentioned below:

"IFLA is democratically structured. The *Council* is IFLA's highest organ. Members are nominated candidates for IFLA's Executive Board and elections are held during Council meetings. Members also have the right to register for election and, if registered, nominate and elect the Standing Committees (core groups of experts) for those groups. Through the Standing Committees the major professional steering bodies are formed. IFLA's main steering bodies as defined by the Statutes are the *Executive* and *Professional Boards*; the first has full powers of administration and management, the second deals with coordinating and planning professional activities. The Executive Board consists of an elected President and seven elected members, with the Chairperson of the Professional Board serving as

an ex-officio member. The Professional Board is composed of the Chairperson from each of the eight Divisions, plus a Chairperson elected from the outgoing Professional Board by the incoming PB members”.

COUNCIL	EXECUTIVE BOARD	PROFESSIONAL BOARD
General Policy 1284 association and institutional members of IFLA in 132 countries	President + 7 members Chair PB General Management	Chair+ representa- tives of 8 divisions Coordinates Directs/ Professional work

IFLA HQ  
The Hague  
Netherlands

8 Divisions  
Coordinating Board  
consisting of Sec.  
Officers Promote and  
Coordinate Profe-  
ssional Work

Registration for  
Sections.  
Nominations of ex-  
perts for Standing  
Committees

32 Sections  
400 experts in  
standing committee  
Develop Programmes

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### (3) Services of IFLA

IFLA opens its gate for the librarians all over the world to formulate their goals, exert their influence as a group, protect their interests and find solutions for global problems. The IFLA offers a forum for international discussion, research and development in all fields of library activity. It encourages the participation in the work of sections and round tables, and involvement in the core programmes like-

The UBCIM Core Programme aims to:

- i) coordinate activities aimed at the development of systems and standards for bibliographic control at the national level, and the international exchange of bibliographic data, including support for professional activities of appropriate IFLA Sections and Divisions;
- ii) maintenance of bibliographic and format standards; acting as clearing house for information on all IFLA endeavours in these fields;
- iii) acting as clearing house for information on all IFLA endeavours in these fields;

- iv) promote the UNIMARC format and coordinate its development and maintenance by experts;
- v) ensure publication of projects related to international bibliographic and format standards and proceedings of relevant meetings and seminars.

The UAP Core Programme aims to:

- i) ensure the widest possible availability of published material, in whatever format and of whatever date to potential users, wherever and whenever they are needed;
- ii) identify constraints on availability; and
- iii) propose, encourage and support action to improve the present situation at all levels from the local to the international, and at all stages, from the publication of new materials to the retention of last copies.

The PAC Core Programme aims to :

- i) ensure that library materials, published and unpublished, in all formats will be preserved in an accessible form for as long as possible;
- ii) promote the search for solutions to the serious problems of physical deterioration of library and information material;
- iii) promote the development of national and international standards and pertain to the production, preservation and treatment of library materials;
- iv) promote and facilitate the worldwide development of national, institutional, and international preservation initiatives.

"The UDT Core Programme aims to :

- i) promote the electronic transfer of data between libraries and their users;
- ii) work to reduce telecommunications barriers;
- iii) monitor development, provide information and use of compatible, international standards for library specific applications of electronic data communications;
- iv) assist and support the other Core Programmes with the means and mode of communicating electronic data."

#### **(4) Grants, Scholarships and Fellowships**

IFLA offers the following grants, scholarships and fellowships all of which have been set up under the auspices of the Executive Board.

- i) The Robert Vosper IFLA Fellows Programme
- ii) The Guust Van Wesemael Literacy Prize
- iii) The Hans-Peter Egh Grant for Conference Participation
- iv) The Dr Shawky Salem Training Grant

#### **5) IFLA and India**

Since 1954, India has been closely associated with the activities of IFLA. During recent years its second Vice-President of the Executive Board was from India. Again India holds the post of Secretary of the Section on Regional Activities: Asia and Oceania, with three members in the standing committee. India organised IFLA Seminar MUAP in 1986 at New Delhi. The ILA, IASLIC, AGLIS and fifteen librarians are the members of IFLA. The most significant event in the history of IFLA is that it held general conference in 1992 at New Delhi and also synchronized the Birth Centenary of S.R.Ranganathan. With this event India stabilised its importance in the world librarianship.

#### **6) Publications Programme of IFLA**

The IFLA has a huge publication programme. It has brought out many publications (monographs as well as directories) in English, French and Spanish. It also publishes the following journals:

*IFLA Journal* (Quarterly)

*IFLA Annual*

*Divisional and Sectional Newsletters*

*Newsletters of the Core Programmes*

*IFLA Communications: A Bibliography of IFLA Conference*

*Papers (Annual)*

*IFLA Journal* contains referred articles as well as reports of IFLA's activities and the activities of other related organisations. All the journals are free to the Members.

### 8.2.3 United Nations Educational, Scientific and Cultural Organisation (UNESCO)

The Unesco is a world organisation came into existence in 1946 with Paris as its headquarters.

#### 1) Aims of Unesco

It was designed to promote and encourage international cooperation in education, science and cultural activities among various nations.

The major objectives of Unesco are:

- To provide a forum for the evaluation of common problems
- To assist in exchange of information regarding developments in various fields of knowledge among 160 member countries
- To be a world centre of information for study and travel
- To collect and disseminate scientific knowledge
- To promote favourable conditions for intellectual cooperation among artists, musicians, curators, philosophers, and men of letters, and to reduce regional and racial imbalances
- To help in translating rare manuscripts in agreed common language, and
- To suggest means for the preservation of national monuments and rare manuscripts.

The Constitution states quite explicitly that -

“The organization will ... maintain, increase and diffuse knowledge by encouraging cooperation among the nations in all branches of intellectual activity including the international exchange of publication, objects of artistic and scientific interest and other materials of information; by initiating methods of international cooperation circulated to give the people of all countries access to the printed and published materials produced by any of them”. From the very beginning that UNESCO realised the importance of Public Libraries and documentation in the promotion of mutual understanding and in the furthering of socio-economic development of the countries.

#### 2) Organisational Structure

The UNESCO consists of the organs, namely, the General Conference and the Executive Board.

The UNESCO has Cooperating Bodies and Regional Offices. At present about 160 countries are members in the UNESCO.

### 3) Activities

In 1966, UNESCO was re-organised establishing the International Advisory Committee on Documentation, Libraries, and Archives which replaced the former International Advisory Committee on Bibliography, Documentation and Terminology. This Committee recommended that priority be given to the following programmes:

- "Improvement in the planning of national, regional and international services. In some way the most systematic and continuous of Unesco's efforts to help member states is the planning and creation of documentation centers within the Technical Assistance Programme. Insdoc was established in 1952 with the technical assistance provided by Unesco
- Training of personnel, using traditional and new methods
- Establishment of common minimum standards for the use of traditional and new methods and for vocational programmes
- Evaluation and use of new documentary techniques and in particular of data processing."

Accordingly, the UNESCO gave much importance to public libraries, documentation services and archives.

One of the major achievements of the UNESCO is the formulation, publication and implementation of UNESCO Manifesto in 1949, and its revision in 1972 during International Book Year, and again in 1994, after the IFLA conference held in India. The UNESCO helped in establishing the National Documentation Centers at Pakistan and India, and Pedagogical Documentation Centre at Cuba for Latin America. The centers improved the documentation services in the concerned countries. Delhi Public Library in Delhi established in the year 1951 is a Joint Pilot Project of the UNESCO and Government of India.

During the last four decades, the UNESCO has organized a number of workshops, seminars and training programmes in the field of library and information science.

### 4) UNISIST and NATIS

The major contributions of UNESCO are the launching of World Science Information System (UNISIST) and the National Information System (NATIS) programmes.

"UNISIST is a UNESCO-ICSU joint venture in the fields of science and technology with the laudable purpose of fostering the improvement of information storage and retrieval system at international level. Voluntary cooperation is the bedrock of the UNISIST system. In the words of the Study Report:

"Unisist is a contemporary expression of a long-standing tradition of free interchange of information among the world's scientists".

The functions of the UNISIST as enumerated by General Conference of UNESCO in 1972 are :

- to advance and coordinate the world trends towards information-sharing by creating opportunities for further cooperative agreements among governments, international organizations and operating information services;
- to provide guidance and catalytic action for the necessary development in the field of scientific and technical information;
- to facilitate the access of public information to scientists and technologists; and
- to help the developing countries in meeting their needs for scientific and technical information.

UNISIST further aims at developing national or regional information policies and infrastructures; improving and strengthening the institutional and normative components of information transfer; and development of the specialized human resources essential to the planning and operation of future information networks.

UNISIST became an integral part of the General Conference decided to create the five themes of the PGI as under:

- Information Policies and Planning at the National, Regional and International Levels;
- Promotion of Methods, Norms and Standards for Information Handling;
- Contribution to the development of Specialised information Systems;
- Development of Specialized Information System
- Training and Education of Information Specialists and Users.

The very existence of PGI has greatly helped many member States:

- to begin the process of formulating a national information policy and plan;
- to establish national structure and institutions for coordinating library and information development;

- to invest funds for such development; and
- to organise the education and training of local manpower and to enter into regional collaborative efforts.

### 5) Publications of Unesco

The Unesco published large number of manuals on library and information science, some of the important journals are mentioned below:

- 1) *UNESCO Journal of Information Science, Librarianship and Archives Administration* (Quarterly) (ceased publication)
- 2) *UNISIST Newsletter* (Monthly)
- 3) *Copyright Bulletin* (Quarterly)

On the whole the UNESCO helped for the development of library and information services in the developing countries. In fact, it championed the cause of Public Library movement in the Third World countries. Its faith in public libraries "as means of continuing education, and grade of democracies, providing objective knowledge and information without any restrictions. Definitely it has achieved some of its objectives namely peace, security and international understanding by promoting education and public libraries.

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## 8.3 PROFESSIONAL ASSOCIATIONS AT NATIONAL LEVEL

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There are a number of professional associations in library and information science, operating in every country. In this section we will discuss the professional associations, such as ALA, LA and ILA.

### 8.3.1 American Library Association (ALA)

The American Library Association is the largest and oldest library association in the world started in 1876, with head quarters at Chicago. It was founded by Melvil Dewey.

#### 1) Organisational Structure of ALA

The ALA has the organisational structure with - the Council, as the governing body; the Executive Board, as the central management board; and the General Body.

Its personal membership is 53,664 as on August 1995 and acclaimed as the largest in the world. It functions through 59 Chapters, 11 Divisions and a number of Committees and 18 Round Tables.

## 2) Activities of ALA

From the beginning ALA has been active in developing library service in USA. It

- promotes the library legislation in USA
- acts as accreditation agency for library education
- is seriously concerned itself with the qualifications, salaries, working conditions and the general welfare of librarians and equally with the expansion and improvement of library service
- designed the classification and cataloging schemes for the systematic functions of libraries
- established standards for all types of libraries
- encourages the publication of professional literature by the other publishers.
- is receptive to new trends and new knowledge, and encouraged the use of latest technology to improve library facilities and library techniques
- adopted the "The Library Bill of Rights" and continuously promoted the concept of man's freedom to seek the truth where and how he will". Through this Bill ALA preserved the right of every citizen to read whatever he wishes to arrive at independent individual judgements.
- has a massive publications programme, it published books, periodicals, reports etc., relating to library services and education, has a strong tradition of co-operation with international professional bodies like the IFLA, FID etc. and other national associations. It has the International Relations Board since 1942 to promote programmes of international co-operation.
- promotes research at all levels and provides grants do so
- gives several awards to persons and institutions for distinguished service in library profession: John Cotton Dana Publicity Award; Melvil Dewey Award for Creative Professional Achievement; Ralf R Shah Memorial Award to Individuals from Hawaii and the Pacific Area for Further Education; Clarence Day Award for Promoting Love of Books and Reading; and the Bessie Moore Award for Excellence in Library Service to the Ageing Population.

### 3) ALA GOAL - 2000

The ALA recently initiated a new programme "ALA GOAL 2000" in developing public's right to a free and open information society. The ALA spelt out its definition and objective as mentioned below:

The American Library Association has been very successful in the 20th Century promoting and preserving the idea of intellectual freedom as a crucial concept within and outside of libraries. In the next century, the question of access, or intellectual participation, will become just as significant. The public's participation in key decision making related to the national information agenda, in the creation as well as the consumption of knowledge, in the design of systems and services, in the educational processes necessary to make sense of the various offerings and options, and of course, in the use of the available tools as they emerge constitutes true access, not just the ability to obtain a system of hardware and databases. Accepting this idea within the library field and conveying it to the public should, thus, be a central goal for ALA.

A 5-year plan is proposed to implement this new programme.

### 4) Conclusion

The ALA is explained as "Ask Library Any Thing". Really speaking that ALA moulded the American libraries to answer any question of the readers. Through its efforts libraries have become the part and parcel of American life. It is really fantastic, that there would have been no important development in USA without the role of ALA. No professional organisation in the world has done so much work as ALA. It has added wisdom to the library profession. In some manner or other it has its impact felt all over the world.

### 8.3.2 The Library Association (LA)

The Library Association of the Great Britain was founded in the First International Conference of Librarians held at London in the year 1877. The establishment of American Library Association in the year 1876, might have influenced them to form this Association. The reasons for forming the Association are:

- to unite all persons engaged in library work, for promoting the best possible administration of existing libraries and formation of new libraries;
- "the establishment and propagation of general standards in librarianship and encourage bibliographical research

1) **Royal Charter**

The Association obtained the Royal Charter of Incorporation on the 29th March, 1895. So the LA is the officially recognised representative body of library profession. In this capacity, it could own property and initiate legal proceedings. The Royal Charter set out the following as the objectives of the LA.

On 16th December, 1986 a supplement charter, amending certain provisions in the original chapter was approved by the primary Council. The purpose and powers of the Association shall be :

- to represent and act as the professional body for persons working in or interested in library and information services
- to scrutinize any legislation affecting the provision of library and information services and to promote such further legislation as may be considered necessary to this end
- to promote and encourage the maintenance of adequate and appropriate provision of library and information services of various kinds throughout the United Kingdom, the Channel Islands and the Isle of Man
- to promote the better management of library and information services
- to promote the improvement of the knowledge, skills position and qualifications of librarians and information personnel
- to maintain a register of Chartered Members, qualified to practice as professional librarians and information personnel
- to promote study and research in librarianship and information science and to disseminate the results
- to ensure the effective dissemination of appropriate information of interest to members
- to work with similar associations overseas and with appropriate international bodies to promote the wide-spread provision of adequate and appropriate library and information services
- to provide appropriate services to members in furtherance of these objectives
- to do all such lawful things as are incidental or conduct to the attainment of the above objects.

## 2) The Charter for Public Libraries

Public libraries are among the most highly regarded and heavily used for local public services, yet many have no clear idea about its usage. In 1991 the LA produced a Charter of Public Libraries for better usage of public libraries. This Charter ensures the local authority in England, Scotland and Wales to have a legal obligation to give efficient library service. Every one in the community shall be given access to books, information and works of creative imagination, which will encourage them to take part in cultural, democratic and economic activities.

## 3) The Structure of the LA

Any person who is interested in library work whether a professional or a non-professional can enrol as a Member. The membership rates depend on their income. It has a General Body and a Council. The Council is advised by the following committees:

- i) Executive coordinating committee
- ii) General purposes committee
- iii) Library services committee
- iv) Professional development committee
- v) Education committee.

Besides this, there are 12 branches or regions. The activities of the branches are controlled by an elected committee. Each Branch receives financial assistance from the LA annually. The LA has several sectional committees.

## 4) Activities of LA

The activities of LA during past 20 years may be counted as under:

- the creation and maintenance of *esprit de corps*;
- promotion of better administration of libraries;
- providing for the training of librarians and steadily improving its standard and now having brought it to the status of a University Degree Course;
- securing the universal adoption of Public Libraries Act and periodical revisions of the Act to make it keep pace with the changing social requirements;
- promotion of research;

- uniting all persons engaged or interested in library work by holding conferences and meetings for discussion of bibliographical questions and matters affecting libraries of their regulation or management or otherwise;
- watching any legislation affecting Public Libraries, and to assist in the promotion of such further legislation as may be considered necessary for the regulation and management or extension of Public Libraries;
- collecting, collating, and publishing (in the form of Transactions, Journals, or otherwise) information of service or interest to the Fellows and Member of the Association or for the promotion of the objects of the Corporation; and
- doing all such lawful things as are incidental or conducive to the attainment of above objectives.

Besides this the LA has established a clear mark in library education not only in establishing six library schools, but in maintaining them with good standards. The LA also maintains a register of chartered librarians. LA works in close cooperation with international bodies like UNESCO, FID, etc.

#### 5) **Publication Programme of LA**

The LA published a large number of standard books which include the *History of Public Libraries in Great Britain (1845-1965)*, 1973; *Walford's Guide to Reference Materials*; *Anglo-American Cataloguing Rules (British Rules-1967 and 1978)*. Among its world fame publications mention may be made of :

*Library Association Record (LAR-M)*

*Journal of Librarianship*

*Library and Information Science Abstracts (Bi-Monthly)*

*British Humanities Index*

*British Technology Index (M)*

*Library Association Year Book*

#### 6) **Conclusion**

The LA had played significant role for more than a century in the development of library and information services in Great Britain. It maintains high level professional dignity in the country due to its committed professionals in the country.

### 8.3.3 Indian Library Association (ILA)

The All India Public Library Association (AIPLA) started in 1919 with headquarters at Vijayawada, started by Shri Iyyanki Venkataramanayya and his colleagues concentrated its activities on public libraries. So, the professionals felt the need for a separate association with other sections of library service. With professionals and non-professionals like Shri Iyyanki Venkataramanayya and Dasu Trivikramarao as founders Indian Library Association was formed in 1933 with headquarters at Calcutta. Later, the ILA was shifted to Delhi.

#### 1) Objectives of ILA

The ILA was started with a few objects and many were added later. The objectives include

- the furtherance of the library movement in India
- the promotion of the training of librarians
- the improvement of the status of librarians
- promotion of research in library science
- co-operation with international organisations with similar objectives
- publication of bulletins, periodicals, books etc., which tend to the realisation of the objects of the association
- establishment of libraries, documentation and information centres and assistance to their establishment and working
- promotion of appropriate library legislation in India
- to do all such other things as are incidental of above mentioned objects.

Further, the objectives also include

- providing a common forum to all persons engaged or interested in library and information work by holding conferences and meetings for discussion of professional, technical and organisational issues.
- accreditation of institutions imparting library and information science education and training; and
- promotion as well as formulation of standards, norms, guidelines, etc., for management of Library and Information Systems and Services.

## 2) **Organisational Structure of ILA**

The structure consists of the Executive, the Council, and the General Body.

Besides these bodies the ILA has 19 sectional committees to deal with certain areas of services.

- i) Agricultural Libraries
- ii) Government Department Libraries
- iii) Health Science Libraries
- iv) Education in Library and Information Science.
- v) Public Libraries
- vi) School Libraries
- vii) Special Libraries
- viii) Library and Information Technology
- ix) Documentation and Information services
- x) Oriental Libraries
- xi) University Libraries
- xii) College Libraries
- xiii) Adult Education 'Neo-Literates'
- xiv) Library History
- xv) Consultancy Projects
- xvi) Status & Pay Scales
- xvii) Polytechnic Libraries
- xviii) Engineering and Technical Libraries
- xix) Library Legislation

In 1964, the office moved to Delhi and purchased the building in 1978, and moved to the present building in 1982.

### 3) **Activities of the ILA**

The ILA organises the following activities:

- a) It holds general body meeting and a conference every year, including a seminar on a current topic
- b) It organises continuing education programmes for working librarians and information specialists
- c) It is closely associated with the working of professional organisations, namely, IASLIC, AGLIS, DLA, IATLIS, IFLA, FID, COMLA, etc.
- d) With the financial assistance from the NISSAT it has been organising advanced level workshops on the Application of Computers in Library and Information Activities in various cities.
- e) The ILA has taken up consultancy projects with Lal Bahadur Shastri National Academy of Administration, Mussorie, Indian National Centre for Arts, New Delhi, Sangeet Nataka Academy, IGNOU etc.
- f) The ILA gave all assistance for preparation of the final draft of the National policy of Library and Information system.
- g) The ILA took initiative in bringing the Model Act of S.R. Ranganathan and Dr. V. Venkatappaiah. Again this Model Act of Dr. V. Venkatappaiah was restructured and revised in 1995 as Public Libraries and Information Services Act.
- h) The ILA represented in the Good Offices Committee of Libraries and Book Trade which arrives at conversion rates for the purchase of foreign books.
- i) The ILA formulated the code of ethics for library and information professionals, which has been adopted by the JOCLAI (Joint Council of Library Associations in India).

### 4) **ILA and Public Libraries**

From the beginning the ILA has been working for promoting the cause of public libraries. The ILA organised the conference with the theme of Public Libraries in 1949, 1956, 1960, 1979, 1982, 1983, 1985; Library Movement in 1994; and Library Legislation in 1964, 1981, 1990 and 1995. It has a separate Central Sectional Committees working for the cause of public libraries. The ILA encouraged for drafting the Model Public Libraries Act in 1989, and Model Public Libraries and Information Services Act in 1995. The ILA initiated the organisation of National Library Week during November 14-20 every year.

## 5) Awards

The Council of the ILA considers the proposals for instituting awards, prizes and fellowships. It presents six of such awards, prizes and fellowships are on the approved list. They are

- i) P.V. Verghes Prize
- ii) ILA Kaula Award for Best Librarian
- iii) ILA Vedanikee Fellowship for the Best Qualified Student pursuing B Lib Sc. Course in Indian University.
- iv) Abburi Shivali Research Award
- v) Dr.S.M. Ganguly Award for the Best School Library
- vi) ILA Dr. C.D. Sharma Award for the best written and presented paper in annual conference-seminar.

## 6) Publications of ILA

Earlier the ILA published the journals like *Library Bulletin* (1942-1946), *ABGILA* (1949-1953), *Journal of Indian Library Association* (1955-1965), *Indian Library Association Bulletin* (1965-1975), *ILA Bulletin* (1975-to date) as quarterly and *ILA News Letter* as monthly. The other publications include Conference Proceedings, Annual Reports, Library Directories, ILA presidential Addresses, etc.

## 7) Impact of ILA

The ILA has extended great impact on Indian Library profession. It completed sixty years by 1993, and organised Diamond Jubilee celebrations in a fitting manner. Its services were recognised and provided ex-officio membership in NBT, RRRLF, NAPLIS and many committees at national level. It acted as consultant agency for many organisations. On many occasions the ILA sorted out the problems as members particularly the problems of administration, pay scales and service matters. Many a time, with the request of the Members, it has represented to the authorities to solve their immediate problems, for over the last sixty years.

### 8.3.4 Andhra Pradesh Library Association (APLA)

The Andhra Pradesh Library Association is the first professional organisation started in India as early as in 1914 with Vijayawada as its head quarters. Shri Iyyanki Venkataramanayya, the architect of Public Library Movement in India was one of the chief promoters of this association. At the end of the First *Andhra Desa Granthabhandagara Pratinithula Mahasabha*, the *Andhra Desa Grantha Bhandagara Sangham* was established. Later its name was changed as *Andhra Desa Granthalaya Sangham* in 1918, and as Andhra Pradesh Library Association from 1958, after the formation of Andhra Pradesh State.

### 1) Objectives of APLA

The main objective of APLA at the beginning was promotion of library movement, cultural renaissance, and political awakening, and through this means the attainment of freedom to India. The new constitution of 1968, and its amendments in 1979, made the following objectives:

- promotion of library movement in the State
- Spreading of adult education activities
- Development of Telugu language and culture
- Establishment and maintenance of libraries, social education and information centres
- Conducting conferences, yatras, exhibitions
- Arranging training programmes
- Publication of journal and books.

### 2) Organisational Structure of APLA

The APLA has the organisational structure: the Executive Body, the Council and the General Body

In the early days of APLA there were two divisions namely- Field Workers Division and Literary Division. The Field Workers carried the message of Library movement to the rural areas through their lecture tours. They played important role mainly in the promotional, rather propagation activities of the Association. Literary Division promoted the Telugu language and literature. Later, the Field workers formed a separate Association namely Andhra Desa Field Workers Association in 1934 with Vijayawada as head-quarters.

### 3) Professional Activities

The main activity of the APLA in the beginning was the promotion of library movement. In the next year after the establishment, it started *Granthalaya Sarvaswamu* as an official organ, which is being continued till today. The APLA organised library pilgrimages from 1934-37 called as *Granthalaya Yatras*, and the details are worth knowing. They were first conducted in the taluks of Bhimavaram, Tadepalligudem, Kovvur (West Godavari District), Repalle (Guntur District), and in Avanigadda and Machilipatnam (Krishna District). They were mostly led by Shri Iyyanki Venkataramanayya. Each pilgrim party (Rama Dandu) consisted of six sections, namely, Advance Information Section, Bhajan Section, Exhibition Section, Gramophone Section, Lectures Section and Magic Lantern Section.

The Advance Information Section first used to reach the village and paste posters containing *Granthalaya Veda* on the walls and met the authorities of the local libraries, the elders and the officers of the villages. The Exhibition Section conducted its exhibition near the place of the meetings. The Bhajan Section went round the villages with songs and Bhajan and reached the place of the meeting.

Then, the Lectures Section delivered lectures on various subjects. The local library would be inspected. Books were brought down from the attics in the houses, catalogues were prepared and the work of the library was reorganised and rejuvenated. If there was no library previously, a new library would be started. Those in charge of libraries were enthused and launched on their library voyages. After the public meeting, the Magic Lantern Section exhibited informative pictures on health, co-operation, library propaganda and the like. After finishing the work, the pilgrims started to the next village where a similar programme had to be gone through. On an average two villages were covered each day and created life and fervour in favour of establishing and using public libraries in Andhra Desa.

Besides, APLA organised conferences at state and district levels, in some cases at taluk level, almost every year, in various places of the State with the library workers of the movement and leaders of the social activities. These conferences paved the way for the propagation and spreading of the movement in nook and corner of the State.

#### 4) Library Training

Finding an urgent need for a band of library workers to maintain the village libraries in the State, ADLA started the training classes long back in 1920 with financial help of 'Andhra Kesari' Tanguturi Prakasam Pantulu at Vijayawada. In these classes, basic principles of Library Science were taught and greater emphasis was laid on the salient features of economics, political science, history, geography, literature and so on. In this way, the ADLA trained 286 workers during 1920-1962 in different parts of Andhra Pradesh, ranging from a period of one to six weeks. In 1966, the APLA established the School of Library Science with the recognition of Government of Andhra Pradesh. Later the school was named as Shri Paturi Nagabhushanam School of Library Science, recognising his services for the library movement for over five decades.

#### 5) Adult Literacy Drive

There is a close relationship between the public libraries and the literacy drive. ADLA took up the lead and prepared charts, textbooks, etc. Shri Gadicharla Harisarvothamrao as Honorary Director of Adult Education to the Government of Madras, during (1948-53) trained a number of enthusiastic young men with "each one teach one" and "each one teach ten" slogans. In the pre-Independence days, the movement gained its momentum, but lost its momentum after Independence.

#### 6) Grant-in-Aid

Public libraries in the first and second quarter of this century functioned with a fervent zeal of the public. Even then, they needed Government support to follow up the work. The Association has been stressing from the beginning for Government grant. With the good wishes of Shri P.S. Sivaswamy Iyer (the Executive Member, Government of Madras) Local Bodies were permitted release of grants to aided libraries. With the efforts of Konda Venkatappayya Pantulu, the then Member of Legislative Council, the grant was given with some conditions to a tune of Rs. 20,000/- per year in the State. Later it was reduced and subsequently withdrawn and the grant-in-aid was again started, and continued to date, in a very small scale.

Lastly, the APLA has developed the library movement mainly with the peoples participation. The activities of the Association reached its heights during 1914 to 1938.

## 8.4 RAJA RAMMOHUN ROY LIBRARY FOUNDATION

### (RRRLF)

The year 1972 is a memorable year in the history of library movement in India. It was the bicentenary year of the birth of Raja Rammohun Roy, a pioneer social reformer who had stressed the need for modern education for the progress of the nation. The year was also being celebrated as an International Book Year with the slogan Books for All. Emphasis was laid on promotion of reading habit among the masses for betterment of their lives. It was in this auspicious year the Raja Rammohun Roy Library Foundation (RRRLF) was established as an autonomous organization in 1972 by the Department of Culture, Government of India to spread library services all over the country in cooperation with State Governments, Union Territory Administrations and other agencies and organisations working in the field. The RRRLF is fully financed by Government of India and it acts as a funding body for public library services in India.

#### 1) Objectives of RRRLF

Some of the important objectives of the RRRLF are given below:

- to promote library movement in the country
- to enunciate a national library policy and to help build up a national library system
- to provide financial and technical assistance to libraries
- to provide financial assistance to organisations, regional or national, engaged in the promotion of library development

- to publish appropriate literature and to act as a clearing house of ideas and information on library development in India and abroad
- to promote research on problems of library development
- to advise the government on all matters pertaining to the library development in the country.

During the last two decades or more the RRRLF tried to fulfil its objectives to the maximum possible with the guidance from the managing committee and the general guidelines of the Ministry of Culture, Government of India.

## 2) Assistance Programmes of RRRLF

The Foundation promotes library services by rendering book assistance and financial assistance to the libraries under different schemes of assistance. The assistance is provided for

- (a) Building up of adequate stock of books and reading materials;
- (b) Development of rural book deposit centres and mobile library services;
- (c) Organisation of seminars, workshops, training courses (orientation/refresher) and book exhibitions;
- (d) Storage and display of books;
- (e) Public libraries below district level for increasing accommodation;
- (f) State Central Libraries and District Libraries to acquire TV-cum-VCR sets for educational purposes;
- (g) Voluntary organisations providing public library service;
- (h) Children libraries or children's sections of general public libraries; and
- (i) Public libraries towards centenary celebrations.

In addition to assistance on matching and non-matching basis to public libraries all over the country, the Foundation has undertaken some new promotional activities.

- (1) A Research Cell along with a Special Library on Library and Information Science and Statistics Unit was opened in the Office of the Foundation.
- (2) It organised a number of seminars, meetings and Memorial lectures and so on.

The RRRLF also rendered financial assistance for professional organisations like Indian Library Association, Assam Library Association, Madras Library Association for organising conferences, book fairs, etc.

### 3) Publications of RRRLF

The RRRLF published the following materials

- 1) *Directory of Indian Public Libraries*, 1986
- 2) *Raja Rammohun Roy and the New Learning*, (1988)
- 3) *Books for the Million at the Door steps - Information Manual*
- 4) *Granthana* (Bi-annual Journal), 1990
- 5) *RRLF News Letter*

### 4) National Policy on Library and Information System

In pursuance of its avowed objectives RRRLF took initiative to draft a *National Policy on Library and Information System* (NAPLIS) in early eighties. With the pursuance of RRRLF the Government of India set up a *Committee National Policy on Library and Information System* (CONPOLIS) under Chairmanship of D.P.Chattopadhyaya. Chattopadhyaya Committee submitted its report to the Government entitled *National Policy on Library and Information System - A Presentation* on May 30, 1986. Thereafter, the Government of India set up an Empowered Committee as under the Chairmanship of D.P. Chattopadhyaya, to assess the Policy document and draw up an action plan. It is reliably learnt that the Empowered Committee has accepted most of the recommendations of CONPOLIS Report. But the National Policy on Library Information System has not yet been accepted and implemented so far.

The RRRLF established its Zonal Offices at New Delhi, Chennai, Mumbai and Calcutta. Recently, the Foundation has appointed a Committee to find out ways and means to develop rural libraries in the country.

On the whole, the Foundation is taking every step for the development of public libraries in the country. The foundation has made a mark in the progress of public libraries during the past 25 years.

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## 8.5 LET US SUM UP

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Library organisations have been developed during the last one hundred years. The organisations - most of them started on voluntary basis actively worked to find out ways and means for the development of library services. Public libraries are strengthened through library enactment. The

library legislation is one of the activities of these organisations. During the last half a century these organisations concentrated their activities on documentation and information services. In future, we can hope that the organisations may find many avenues for spreading the knowledge through fast techniques.

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## 8.6 ASSIGNMENT

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- 1) Compare the objectives and functions of library organisations working at the International level.
- 2) Examine the role of Indian Library Association in the growth of Indian library movement.

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## 8.7 RECOMMENDED BOOKS

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HARVARD, Williams. "The History of the International Federation of Library Association and Institutions". *UNESCO Bulletin for Libraries*. Vol 31

JAIN, T.C. *Professional Associations and Development of Library, Librarianship*, 1971.

KHANNA, J.K. *Library and Society*. Kurukshetra : Research Publications. 1987.

SARADA, K. *Andhra Pradesh Library Association*. Waltair: Andhra University Press, 1978.

VASHISHTA, CP. *60 years of Indian Library Association, Diamond Jubilee Celebration Souvenir*. Bangalore: Department of Public Libraries, 1984.

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## 8.8 MODEL EXAMINATION QUESTIONS

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### I. ESSAY QUESTIONS

- 1) Explain the role of international organisations in the development of public libraries.
- 2) Discuss the part played by library associations for improving public library services.
- 3) Examine role of Andhra Pradesh Library Association for mobilising people's participation.

### II. SHORT NOTES

- a) RRLF
- b) FID and Public Libraries
- c) IFLA and India

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## **BLOCK-III : MANAGEMENT OF PUBLIC LIBRARIES**

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The management of public libraries is an important area of study as the efficiency of these libraries depends on adequate resources, i.e., infrastructural facilities, personnel, finances and collection. Functional building and attractive furniture contribute to good management. Public library norms and standards are vital for their development too. All these aspects have been discussed in units 9 to 13 of this block.

Unit 9 provides all basic elements necessary for planning a good and functional public library building with an attractive exterior. The internal layout of such building should take care of housing the learning resources and administering various services with ease. Also this unit provides you an idea about standard furniture and equipment needed in public libraries.

Library personnel and finances are the key aspects in an public library too. These have been discussed in Unit 10 elaborately. The sources of income and methods of financial estimates have been explained. All important matters relating to public library personnel have been presented briefly.

Unit 11 discusses collection development in public libraries. The collection development policy and the factors affecting collection development are also discussed.

Unit 12 is devoted to public library norms and standards. The standards are guiding principles, which help to measure the quality of a library and its services. The standards and guidelines formulated by ALA, IFLA and Unesco have been discussed in this unit.

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# UNIT - 9 : PUBLIC LIBRARY BUILDINGS AND FURNITURE

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## Structure

9.0 Aims and Objectives

9.1 Introduction

9.2 Public Library Buildings

9.2.1 Historical Perspective

9.2.2 Functions

9.2.3 Principles of Planning

9.2.4 Planning Process

9.2.5 Factors involved in Designing

9.2.6 Placement of Various Sections

9.2.7 Public Library Buildings in India

9.3 Public Library Furniture and Equipment

9.3.1 Factors in Planning

9.3.2 Types of Equipment Required

9.4 Standards and Specifications for Buildings and Furniture

9.5 Let Us Sum Up

9.6 References

9.7 Glossary

9.8 Recommended Books

9.9 Model Examination Questions

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## 9.0 AIMS AND OBJECTIVES

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The library building symbolises the services offered by a public library system. Therefore, public library building and furniture play an important role in attracting the public to the library. In this unit we will discuss about the public library building and furniture.

After studying this unit, you should be in a position to

- explain the concept of public library buildings and furniture
- describe the historical perspective of the library buildings in Europe, United States and India
- list out the functions and the principles of planning the library buildings
- discuss the possible placement of various sections within the library building;
- discuss the types of equipment used in various types of public libraries.
- provide the list of standards on library buildings and furniture.

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## 9.1 INTRODUCTION

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It is not given to every librarian to take part in the creation of a new library building, but it is most important that if the opportunity does come he should be prepared to do so. A successful library building does not just happen. It is the result of a carefully calculated series of planning stages. The efficient functioning of the library depends largely upon interior layout and design of the building.

The old concept of the library as a store-house of books has given place to a new concept of the library as a community centre for cultural, educational and informational activities. Therefore, the building of a public library has to be designed accordingly. The large variety of functions being carried out in a modern public library will determine the layout, location, floor space, interior decoration, the furniture and equipment and lighting of each integral part or section or department. A suitable library building plays an important role in bringing the library's material, collection into the lives and thinking of the reading public. The public library building symbolises the library services.

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## 9.2 PUBLIC LIBRARY BUILDINGS

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In the beginning public libraries in Great Britain and USA used to give prime importance to architectural design to their buildings. Now the emphasis has shifted to functional aspects rather than

aesthetic values. In the following sections we will discuss about the planning and design of public library buildings.

### **9.2.1 Historical Perspective**

Public library buildings are marked by distinctive architecture, the genesis of which can be traced back to 1857, with the design and opening of a reading room in the British Museum by Panizzi. As observed by L.R. McColvin, "Too many of our libraries were built in a bad period of British architecture - over ornamental, with too much functionless brickwork, too few windows and an air of dinginess and unfriendliness. The only quality they ever possessed was that they were substantial and that is no longer an advantage, because although the premises are now too small and ill-suited for modern requirements. It is a great pity that some of our oldest systems are the most handicapped by outmoded buildings".<sup>1</sup>

The history of library architecture in USA presents a different picture. In the 17th and 18th centuries housing libraries did not involve any problems, because the libraries were a few and were of negligible size with limited use. With the establishment of Carnegie Libraries Trust by 1900, standard types of public library buildings were marked by a high degree of uniformity in plans and equipments. America's contribution to the development of library architecture was more pronounced in respect of the interior of the building than to that of the exterior which was evident in the case of public libraries.

The historical background of library buildings of these two countries maintaining a high standard of public library service will be helpful to India in formulating the general considerations in planning public library buildings.

In India there are a few library buildings and hardly one can see the functional library buildings in the public library setup. No state has any plan or programme for the construction of library buildings nor do they have any programme for implementing them in the near future. Obviously, without the proper buildings it is unlikely that the library service will be able to develop and to respond to the new social, educational and technical demands that will be made on it.

### **9.2.2 Functions of a Library Building**

A library is a specific, clear and direct expression of the function of a library. According to P.N. Kaula,<sup>2</sup> any library building shall be able to cater to the following functions:

- i) The effective technical operations of the library
- ii) The efficient and rapid production of information and material on demand
- iii) The provision of quick, comfortable and attractive areas for study

- iv) The provision of individual and collective studies for the users doing intensive research work
- v) The provision of facilities for developing reading habit
- vi) The provision to facilitate the contact of the users with the contents of the library
- vii) The storage and preservation of reading materials, and
- viii) The accessibility of the reading materials to users without loss of time.

### 9.2.3 Principles of Planning Library Building

Any library building at the time of construction has to consider the following points as very pertinent:

- a) A library building should be planned for library work
- b) Every library building should be planned specially for the kind of work to be done and the community to be served
- c) The interior arrangement ought to be planned before the exterior is considered
- d) No convenience of arrangement should ever be sacrificed for more architectural effect
- e) The plan should be adopted to probabilities and possibilities of growth and development
- f) Simplicity of decoration is essential in the working rooms and reading rooms
- g) A library should be planned with a view to economical administration
- h) The rooms for public use should be so arranged as to allow complete supervision with the fewest possible attendants
- i) The building should be designed on functional lines.
- j) The planning should be modular. Modular planning will permit interchangeable use of any area as a stack room, reading room space or any other and help the future development of the library.

### 9.2.4 Planning of Library Building

The planning of a library requires the cooperative efforts of various specialities. The basic elements of the planning team are the government authority, the librarian and the architect. There is an important role for the librarian. Although he may not draw plans, yet it is his conception of the new library and it

is he who will ultimately administer it. In the first place librarian has to define the purpose which the library is being constructed and its varied functions it has to perform.

The three major steps in planning a library building are programming, preliminary plans and working drawings.

According to P.N. Kaula,<sup>(3)</sup> the following data should be taken into account while planning the new library building:

- 1) Number of volumes
- 2) Number of current periodicals
- 3) Number of other reading materials
- 4) Number of manuscripts
- 5) Acquisition programme
- 6) Technical operations
- 7) Reading space
- 8) Accessibility to the shelves
- 9) Circulation data
- 10) Specialised service data
- 11) Reference and consultation data, if any, and
- 12) Library personnel data

In designing a library building one of the main problems is to design space requirements, spatial relationship and space problems. Of course, librarian has no say in this matter, since the building committee works out the space availability. However, the most interesting part of planning to a librarian is the arrangement of the floor lay-out. Some of the factors to be considered are:

- i) Economy of staffing (especially at off-peak hours)
- ii) Security, not only of entrance and exit, but also for visual supervision
- iii) Freedom from congestion at peak hours

- iv) Efficient disposal of returned books
- v) Need for an attractive and inviting appearance

The plans for the library buildings would naturally differ, depending on what kind of library it is. Different types of public libraries will have different kinds of buildings and have to be planned in accordance with the needs or services being offered by the library both present and anticipated.

An attractive building offers the community a compelling invitation to enter, to look, to listen and to learn. The public library building symbolises the library services. It should be, as already emphasised, functional so that it could offer various kinds of library services. It must have a fresh and good air and natural light so that the users may spend their time reading in comfortable surroundings. The building is not only meant to satisfy the immediate need but also must be structured to be able to satisfy the requirements of a growing institution.

### 9.2.5 Factors to be Considered in the Design of a Public Library Building

While planning library building, S.R.Ranganathan's Five Laws of Library Science, with their implications may be used as basic principles. Henry Faulker Brown, has laid down "Ten Commandments" for the planning and design of a new library building. According to him, the library building shall be <sup>(4)</sup> :

- 1) FLEXIBLE - With a layout, structure and services which are easy to adopt
- 2) COMPACT - for ease of movement of readers, staff and books
- 3) ACCESSIBLE - from the exterior into the building and from the entrance to all parts of the building with an easy comprehensible plan, needing minimum supplementary directions
- 4) EXTENDABLE - to permit future growth with minimum disruption
- 5) VARIED - in its provision of reader spaces to give wide freedom of choice
- 6) ORGANISED - to impose appropriate confrontation between books and readers
- 7) COMFORTABLE - to promote efficiency of use
- 8) CONSTANT - an environment for the presentation of library materials

9) SECURE - to control user behaviour and loss of books

10) INDICATIVE - of its functions.

In the case of public libraries, the following factors can help in designing a good public library:

- 1) Public and staff entrances to be separated. Separate entrances for adults, children and those attending evening lectures, meetings etc. without using the book collection are preferred.
- 2) Public departments to be on one level as far as possible
- 3) Booklifts at point of goods entry and wherever desirable to link service points and stack vertically
- 4) Link departments - public and non-public - to be grouped together, so as to obviate staff traffic through public rooms, on internal business and reduce noise
- 5) Segregation of traffic streams in public areas so as to avoid crossing at focal points, such as entrances to departments
- 6) Books and other materials to move through the building as far as possible in straight lines
- 7) Close correlation of staff working area and service counters so as to supply a ready reserve of staff for emergencies
- 8) Reserve stock distributed so as to be quickly accessible from each public department.

### 9.2.6 Placement of Various Sections in a Public Library

The following check list offers a brief outline of the various areas of a small public library and their situation in relation to one another:

**Lending Desk:** It is a very important centre of control and service. It should be near to the main entrance and easily accessible. It should afford visual control of children's area, open stacks and reading areas.

**Periodical Reading Room:** It should be open to the general public and easily accessible from main entrance with visual control from lending desk.

**Popular Reading and Browsing Area:** It should be open, inviting and immediately apparent upon entering the building. It should be accessible to stacks, card catalogues and basic reference sources.

**Children Area:** This should be adjacent to main entrance in the ground floor.

**Reference Desk:** It should be easily seen and accessible to public preferably either in or near general reading area.

**Catalogues and Indexes:** They should be visible from main entrance and centrally placed in relation to general reading and reference areas. They should be convenient for the staff at the lending desk, the reference desk and in the processing department.

**Procuring Department:** This should be accessible from freight delivery and freight elevator and easily accessible to catalogues and bookstacks.

### 9.2.7 Library Buildings in India - Some Considerations

A vast country like India, will need new library buildings for public libraries in the near future. It is essential to start the building programme for libraries. The essential characteristics of various types of library buildings should be incorporated in their construction.

The State Central Library, shall be modern, functional, and capable of future expansion for four to five decades. The large city and branch libraries must be easily accessible, located at strategic centres, attractive in appearance and efficient in interior layout with adequate accommodation. The rural and village libraries need to have simple but attractive buildings.

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## 9.3 PUBLIC LIBRARY FURNITURE AND EQUIPMENT

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The interior planning of a library building must take into account the layout of furniture, book stacks and other movable equipment in order to ensure maximum efficiency in the functioning of the various departments in a library. Some of the considerations in the selection and specification of library furniture are that it must be functional, durable, beautiful, easy to clean and maintain. "The beauty of the building and its furnishings is vital because, the public library stands always as a symbol of the cultural maturity of the community it services and must therefore maintain and display the highest cultural standards".<sup>6</sup>

The main items of furniture of any library are

- 1) Shelves for book storage and display

- 2) Reading tables and chairs for the public
- 3) Workroom equipment, like catalogue cabinet, trays, filing cases and storewells, and
- 4) Operational equipment like catalogue cabinets, desks, book trolleys etc.

### 9.3.1 Factors to be Considered in the Planning of Library Furniture and Equipment

A library building is incomplete without furniture, fittings and equipment. However, it is very unfortunate that the public libraries in India have not given much attention to the planning and design of library furniture. Therefore, the following factors shall be considered.

- 1) *Collection*: Quantum and nature and types of collection
- 2) *Services*: Nature and types of services provided by the library
- 3) *Manpower*: Quantum of users likely to use the library and number of staff
- 4) *Attributes of Furniture*: Attributes, such as functional characteristics, aesthetic value, appearance, comfort, standard quality, safety, weight, stability, ease of maintenance, etc.
- 5) *Cost*: Comparative cost and maintenance cost etc.
- 6) *Material*: Wood, steel, fibre and other types of materials

### 9.3.2 Types of Equipment

In order to increase the efficiency and to release the professional personnel from the routine duties, librarians have installed a number of machines and special types of equipment. Among these mention may be made to typewriters and various kinds of directing and transcribing machines and machines for handling accounts, payrolls, fines, circulation statistics and other library records. Besides some special equipment is useful for various departments of the library. For the binding section, electric glue pots, electric paper cutters, board cutters, book sewing machines, backers, book pressers, etc. may be added.

A vacuum fumigator for handling manuscripts, archival materials and other kindred material which are likely to be infested with the pests would be essential for the maintenance section. For the documentary reproduction section, necessary reprographic equipment, printing equipment etc are essential. The circulation department requires book lifts, book trolleys, fine calculating machines etc. In the

planning of furniture and equipment of a library, shelving must be given the first consideration as it is a basic need and a major item of expenditure connected with the internal equipment. It must be noted that the librarian must be competent to choose the most efficient and economical furniture and equipment. He must bear in mind the effect it will have on the appearance of the library.

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## 9.4 STANDARDS AND SPECIFICATIONS FOR LIBRARY BUILDING AND FURNITURE

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The Indian Standards Institution (now Bureau of Indian standards) has issued certain documents on library buildings and furniture that will guide the librarians. They are as follows:

- (1) IS: 1553 - 1960, Code of practice in relation to primary elements in the design of library buildings
- (2) IS: 1829(Part I) - 1978, Library furniture and fittings
- (3) IS: 4116 - 1976, Wooden shelving cabinets
- (4) IS: 1825 (Part II) - 1977, Library furniture & fittings
- (5) IS: 2672 - 1966, Code of practice for library lighting
- (6) IS: 1233 - 1969, Recommendations for modular coordination of dimensions in the building industry.

The librarian must also become accomplished at understanding the various plans by the architect and he has to study those plans. When once they are approved by the building committee, then the librarian can look forward to have a building of functional nature. The public service is more than a collection of books and buildings and equipment. It is a complex of books, library materials, staff etc., to provide efficient services. Obviously, without proper buildings it is unlikely that the library services will be able to develop and to respond the new social, educational and technical demands that will be made on it.

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## 9.5 LET US SUM UP

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Let us recapitulate what you have learnt so far in this unit.

The building of a library has to be planned and designed carefully.

- \* In India only a few library buildings are functional.
- \* The historical background of library buildings in USA and UK reveals that they are maintaining standards.
- \* The major functions of library buildings are to provide rooms for the provision of effective and efficient library services, better storage and preservation and conservation facilities.
- \* The principles in planning of library buildings are simplicity, interior and exterior decoration, comfort, economic considerations, functional utility, and modular planning.
- \* Some of the factors to be considered while planning are economy of staffing, security, freedom from congestion and need for attractiveness.
- \* The qualities of library buildings are, flexibility, compactness, accessibility, extendability, variedness, better organisation, comfort, security and constancy.
- \* The factors to be considered for library building and equipment are collection, services, manpower, attributes of furniture, cost, materials, etc.
- \* The main categories of library furniture and equipment are shelves, tables and chairs, catalogue cabinet, work room and operational equipment.

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## 9.6 REFERENCES

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- 1) McCOLVIN, Lionel R. *The chance to read*. London: 1956.p.30-31
- 2) KAULA, P.N. *Library buildings: planning and design*. Delhi: Vikas, 1971. p.55
- 3) *Ibid* p.64
- 4) BROWN, Henry Faulkerr, [Quoted in] Seetharama, S. *Guidelines for planning of libraries and information centres*. Calcutta: IASLIC, 1990. p.177
- 5) BROWN, James Duff. *Manual of library economy/ Completely rewritten / by R. Northwood Lock*, 7th ed. London: Grafton, 1961. p.94

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## 9.7 GLOSSARY

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**Programming Library Building:** It includes the developing a written statement of the philosophy, principles, requirements and limitations as prepared by the librarians. The written statement is used as the basis for the collaboration between the architect and librarian in the development plans.

**Preliminary Plans:** In preliminary planning the architect prepares a graphic expression of the written programme. This visual representation of the architect's interpretation provides a basis for reaching an agreement between the architect and the librarian as to the direction in which the planning is to proceed. These steps lead to the approval of precise but preliminary drawings and specifications which can be used for preliminary cost estimates.

**Working Drawings:** Working drawings and specifications are the contract documents used by builders for the preparations of bids and for the erection of the building. Working drawings include scale plans, elevations, sections and details. Further these drawings show architectural, structural and mechanical work, general conditions, materials and workmanship involved in the project.

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## 9.8 RECOMMENDED BOOKS

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GALVIN, Hoyt R and Van Buren, Martin. *The small public library building*. Delhi: Universal Publication, 1974.

KAULA, Prithvi N. *Library buildings: planning and design*. Delhi: Vikas, 1971.

LIBRARY buildings. *Library Trends*, 36(2); Fall 1987. (Complete Issue).

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## 9.9 MODEL EXAMINATION QUESTIONS

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### I ESSAY QUESTIONS

- 1) Explain the functions of a public library building.
- 2) Enumerate the factors to be considered for designing public library buildings.
- 3) List out the various types of equipment and furniture required in a public library. Discuss the factors involved in planning them.

## II SHORT NOTES

- a) Standards for Public Library Furniture
- b) Principles of Building Planning
- c) Placement of Equipment in Various Sections

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# **UNIT - 10 : PUBLIC LIBRARY FINANCE AND PERSONNEL**

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## **Structure**

- 10.0 Aims and Objectives
- 10.1 Introduction
- 10.2 Principles of Public Library Finance
- 10.3 Financial Resources for Public Libraries
- 10.4 Budget for Public Libraries
- 10.5 Method for Financial Estimations
  - 10.5.1 Per Capita Method
  - 10.5.2 Proportional Method
  - 10.5.3 Method of Details
  - 10.5.4 Cost of Additions Method
  - 10.5.5 Programmed Budgeting
  - 10.5.6 Zero Base Budgeting
- 10.6 Standards for Public Library Finance
- 10.7 Library Personnel
- 10.8 Let Us Sum Up
- 10.9 References
- 10.10 Assignments
- 10.11 Recommended Books
- 10.12 Model Examination Questions

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## **10.0 AIMS AND OBJECTIVES**

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Finance is the key element in any organisation. It helps in stability and continuity of the services offered by the public library. The unit aims to provide fundamentals and principles of public library finance, financial resources and budgeting methods of a public library.

After reading this unit, you will be able to explain

- the concept of public library finance and personnel
- the fundamental principles of public library finance
- the nature of financial resources for public libraries
- the budget and the methods for financial estimation for public libraries
- the standards for public library finances
- the nature of manpower and staff formula for public libraries.

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## **10.1 INTRODUCTION**

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Public library being a social institution maintained by public funds. Finance is the key input. Public library shall be financed from the public funds to ensure stability and continuity of service of recognised standard. But the public library service in the present context in India is starved of funds.

The Advisory Committee for Libraries observed, "In the existing pressure for funds for all types of developmental activities, any new productive service like the library service, will mean some more 'tightening of belts' by the citizen".<sup>1</sup> If this attitude is continued among the people, the public library would continue to be neglected and would be given the lowest priority in the planning for development. Therefore, the library authorities and librarians must clearly understand the nature and needs of public library system, so that enough finance is provided to ensure proper library service to one and all. The amount of funds made available towards library resources and personnel would determine to a large extent the quality of library resources and services.

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## **10.2 PRINCIPLES OF PUBLIC LIBRARY FINANCE**

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Public library finances will have a sound basis in law. Sources of revenue will be assured. The final authority for determining the annual library finance would be vested in the legislative

authority of the state concerned. A country like India will be in a position to find the necessary funds for its public libraries. In future, public library finance will tend to depend more on the general public revenues of the country or state than on the library cess / tax.

The following are the fundamental principles which are to be considered while making necessary provision for library finance:

- 1) Libraries are spending institutions
- 2) Libraries are growing institutions
- 3) Financial demands of the libraries are unlimited
- 4) Libraries have to provide adequate and standard library services.

**1) Libraries are Spending Institutions**

It is true that libraries do not normally fetch revenues, rather they are called as spending institutions. By spending huge amounts, better services are expected. These partake the nature of nation-building departments and they form the very basis of sound nation building activities.

**2) Libraries are Growing Institutions**

The Fifth law of library science warns that a "Library is a growing organism", in terms of staff, readers, collection and equipment, services, etc. This in turn has financial implications. Therefore, in the allocation of finance or budget estimates these factors are to be given due consideration.

**3) Financial Demands of Libraries are Unlimited and are Recurring**

In the light of the implications of the Fifth law of library science, the financial demands of libraries are not only recurring but tend to be unlimited.

**4) Libraries have to Provide Adequate and Standard Library Service**

Since public libraries are being managed by the government it is warranted that every citizen shall be provided with adequate service. It would bring confidence among the people in the government.

## **10.3 FINANCIAL RESOURCES FOR PUBLIC LIBRARIES**

The following are to be considered as sources of finances for public libraries:

- 1) Subscription
- 2) Endowments and private benefactions
- 3) Library rates / cess
- 4) Library taxes
- 5) Government grants
- 6) Gifts
- 7) Fees and fines
- 8) Miscellaneous sources

### **1) Subscriptions**

There are two diversified opinions regarding subscriptions as source of library revenue. While some consider library subscriptions as one of the sources of library finance, others do not consider so.

### **2) Endowments and Private Benefactions**

It is the most popularly accepted source very often tapped in USA. For example the Carnegie Trust, which contributed a lot to the development of libraries in the US.

### **3) Library Rates / Cess**

This is based on local rates and on this source a library authority has partial / complete control. The cess is levied on the rent value of the property and the local authority collects the amount of cess and passes it on to the library authority concerned. This source has been tapped by most of the Western countries and by India too. However, the library cess alone cannot be sufficient to meet the unlimited and recurring demands of the libraries. The cess on property tax is neither adequate nor flexible enough to provide a growing need for receipts. Moreover cess collection is not uniform in all the districts within the state and also not uniform in all the states of India.

#### 4) Library Taxes

They differ in rates. While the taxes are levied by the state or central governments, the rates are charged by local authorities. Taxes bring sufficient amount for libraries. The tax base stipulated in the Tamilnadu Public Libraries Act and Andhra Pradesh Public Libraries Act is limited to revenue from immovable property. Whereas the Karnataka Libraries Act extends over almost all sources of funds. In this connection it is pertinent to mention the Andhra Pradesh Public Libraries Review Committee, which suggested: "that apart from property tax upon which a cess of not less than 10 paise per rupee was to be collected and made over to the libraries; the sales tax, land revenue and vehicle tax should be shared. It would be helpful if, not less than 10% of the collection in the case of each such tax is allocated to the library fund".<sup>(2)</sup>

#### 5) Government Grants

The government has to make available regular budget grants to the public libraries. It can be ensured only through library legislation. Hence library legislation is to be enacted in all the states. In the states where the acts are in force, it is made obligatory for the state government to make a matching grant, which would be equal to the amount of cess collected in each district. In some states some contribution is made as equalization fund and in some states ad-hoc grants are given. Thus there is no uniformity in the government grants and the practice differs from state to state and discretion is left with the respective governments. Therefore, it is suggested that the government shall provide for initial expenditure while recurring demands of the libraries shall be met from the proceeds of library taxes and rates.

In this connection Ekbote<sup>3</sup> suggested three important considerations as follows:

- 1) The matching grant must be such that it would not be less than the total amount of the cess collected in each district.
- 2) The state library service should be created in each state and its entire expenditure like other state services must be borne by the state government.
- 3) The government has a duty to create an equalisation fund on its own without demanding any contribution to it from the so-called affluent districts. It is of course, understood that for the purpose of expansion of library services and construction of library buildings, the non-recurring amount of expenditure will be borne by the government."

Usually, state grants to Local Library Authorities are intended to make it possible -

- i) To maintain the required standard of library provision;

- ii) To encourage development of the libraries ; and
- iii) To give the state library authority a proper share in the guidance and control of library policy.

#### 6) Gifts

Rarely gifts bring some source of library finances. Generally people with charitable bent of mind do donate a sizable number of books or considerable amount of money or land or other properties. For example, in Tamilnadu in the recent past the Department of Public Libraries has obtained 1,543 sites varying in extent from 5 cents to 100 cents of which the value ranges from rupees 5,000 to 15,000,000, in addition to the cash donation running to several lakhs of rupees.<sup>4</sup> However, this source cannot be considered as primary source and it is only a complementary and supplementary source.

#### 7) Fees and Fines

The receipts from this source will be very meager. It will not make any impact on the development of libraries. Moreover, it often becomes difficult to estimate the revenue from these sources and hence it cannot be considered as a proper source of revenue. To enforce discipline or regularity among the borrowers and to make them to return the books on due date, fines and fees are being imposed, thus fetching small revenues.

#### 8) Miscellaneous Sources

Some big libraries make some revenue by the sale of catalogues or by providing reprographic services or by lending lecture hall for cultural or literary programmes.

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## 10.4 BUDGET FOR PUBLIC LIBRARIES

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Budget is a plan. It represents choices made from alternatives for expenditures and revenues and it is used to coordinate efforts towards a specific end. For the effective maintenance of library finances, it is essential to prepare a budget for one year and it is the recurring feature for every year.

*The Dictionary of Supervision and Management* defined the term 'Budget' as: "It is a comprehensive document, containing the detailed estimates of and the plans for the financial transactions which are needed by an organisation to carry out its programme effectively during a fiscal period."

## **10.5 METHODS FOR FINANCIAL ESTIMATES**

The following are the methods used to determine the amount of finance required to provide satisfactory library service:

- 1) Per Capita method
- 2) Proportional method
- 3) Method of details
- 4) Cost of additions method
- 5) Programmed budgeting
- 6) Zero Base Budgeting (ZBB)

The methods are explained in the following paragraphs:

### **10.5.1 Per Capita Method**

In this method a minimum amount per head of population is fixed keeping in view the requirements for standard library service. It has been the practice in several countries to measure the taxable capacity of the population by taking into consideration the assessed valuation of property (per capita and its annual income).

The per capita estimate can be based either on the number of literate persons or adults. There are different versions with regard to the basis of taxing, i.e. taxing literates or adults. But logically, the per capita income would include all living persons whether they are children, adults, aged or otherwise. Therefore, the safest method is to calculate library finance per head of population. This per capita can also be collected on regional basis. According to R.L.Mittal, "The financial share of the local, state and central governments may be in the ratio of 50:37:13, taking into account their financial capacity, constitutional obligation and the ultimate use of library services by them respectively." 5

### **10.5.2 Proportional Method**

In this method, the norm is laid down on the basis of total budget. It presupposes the acceptance of responsibility by providing library finance by authorities at various levels. The basis may be the total budget or the education budget of the authority. To quote S.R.Ranganathan, "The educational expenditure of a country is taken to the capital spent for the erection of the edifice of literacy and the self educating capacity of the nation, and the library expenditure is looked upon as the sum required to keep

them in good repair. The library system also adds to the edifice, puts up further flats so as to speak, and helps in the increase of the wealth of the country." <sup>6</sup>

In India, various standards are prevailing for public library finance. According to S.R.Ranganathan, either 10% of the total budget or 6% of the education budget of a either local/ state/ federal governments, shall be earmarked for public library finance. <sup>7</sup>

The Working Group on Libraries suggested, "the provision for public libraries should be such that the annual expenditure there on is no case less than 1.5 per cent of the total annual expenditure on education." <sup>8</sup>

### **10.5.3 Method of Details**

In the method of details, all items of expenditure are accounted for at the time of preparing financial estimates of a library.

### **10.5.4 Cost of Additions Method**

As per this method, based on the cost of documents added per year, the total expenditure for a year is estimated. This method helps the determination of total number of documents to be added and its probable cost which are expected to be added every five year period.

### **10.5.5 Programmed Budgeting**

It is also known as performance budget. It is a budgeting technique for arriving at library priorities. It is basically a means for providing a systematic method for allocating the resources of the library in ways most effective to meet its goals. By concentrating on goals and programmes in the light of available resources, it emphasises the assessment of costs against benefits. Programmed budgeting forms a part of *Planning Programming Budgeting System* (PPBS), which in its turn is a technique for organising and displaying information about an organization and its resources allocation. It is a method of budgeting that aims at analysing expenditure in relation to purpose of expenditure brings relationship to the results achieved.

According to Edwards Evans<sup>9</sup>, the application of PPBS to libraries involves three major operational concepts. They are

- i) Developing an analytical ability for examining in depth both agency objectives and the programmes designed to meet them.

- ii) Forming a 5-year programming process plan combined with a sophisticated Management Information System.
- iii) Creating a budgeting mechanism that can take broad programme decisions, translate them into refined budgetary decisions, and present the results for action.

Programmed or performance budget is based on functions, activities and projects. It is a financial plan prepared, analysed and interpreted in terms of the services and activities. There is an emphasis on process, purpose and achievements in planning. Programmed budgeting coordinates the library's planning process.

### 10.5.6 Zero Base Budgeting

During the mid and late 1970s the concept of Zero Base Budgeting (ZBB) was set forth as a new approach to controlling operational activities and their related financial expenditure. This concept was expounded by Peter Pyhrr. It is a method of budgeting planning. It requires that the cost of all programmes, both current and new, be justified at the beginning of each budgetary cycle.

According to Peter Pyhrr, ZBB is "an operating, planning and budgeting process which requires each manager to justify his entire budget request in detail from scratch (hence Zero-base) and shifts the burden of proof to each manager to justify why he should spend any money at all. This approach requires that all activities be defined in decision packages which will be evaluated by systematic analysis and ranked in order of importance".<sup>10</sup>

ZBB has become the ultimate tool for the current managerial style — management by capability. It is not a substitute for the general and administrative expenditure plan. Rather it is a management planning and control which yields better budgets and permits better cost control and greater performance improvement throughout the year.

Theoretically, the ZBB process offers library authorities / library managers the following opportunities:

- i) To recommend how much money should be spent.
- ii) To evaluate and possibly change operations to prove efficiency and/or effectiveness, and
- iii) To participate in a more meaningful way in programme planning and budgeting, thereby encouraging management development, better communication and discussions of key issues and problems.

In a nutshell, the fundamental objectives of ZBB are to improve managerial performance and facilitate efficiency and effectiveness in the achievement of organisational goals.

Some of the problems in the implementation of ZBB are as follows:

- a) Failure to properly supervise implementation
- b) Lack of well defined feedback procedures
- c) Lack of an adequate revision process if found necessary at a later date, and
- d) Lack of performance and work load measurement.

On the whole the ZBB is not a panacea for curing planning/ budgeting problems nor should it be judged in terms of a total success or total failure. In terms of future potential, ZBB should be viewed as revolutionary step rather than a final solution in the planning/budgeting process.

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## 10.6 STANDARDS FOR PUBLIC LIBRARY FINANCE

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The financial structure of the public library of a nation must rest on a sound foundation of reasonable local library rates, state's grant-in-aid and central aid in agreed proportions 60, 25 and 15 per cent respectively. This pattern of allocation is being adopted by several countries in the West. However, as far as India is concerned, it will vary depending upon local finances, the library units and their size.

The Roberts Committee Report recommended that Rs.2 per head of population as the minimum annual expenditure on purchase of books, which will guarantee a satisfactory service. The Advisory Committee for Libraries in India has recommended 0.63 paise per head of population as the minimum annual expenditure for library service, excluding capital expenditure.

According to S.R.Ranganathan, for public libraries in India, 50 per cent should be allotted for staff salaries etc., and the other 50 per cent on books and periodicals, binding and other expenses. <sup>11</sup>

In England, the ratio of expenditure on public libraries <sup>12</sup> is as follows:

Books, Periodicals and Binding	38%
Salaries	45%
Maintenance	17%

In view of the recommendations of various experts and committees and actual expenditures, Mittal<sup>13</sup> has suggested the allocation of the budget for a public library may be fixed as under:

Salaries and wages	50%
Books	20%
Periodicals and Newspapers	5%
Binding	5%
Heating and lighting	5%
Rents, loans, insurance etc.,	2%
Library salaries and other miscellaneous charges	13%

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## 10.7 LIBRARY PERSONNEL

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It is the library personnel who are responsible for the promotion in use of books and other materials that make or mar the success of a library in attempting to fulfil its objectives. Therefore, the personnel in public libraries shall be socially intellectual, alert, emotionally well established and devoted to the good of the community. The nature of personnel required for a public library will be of three types:

- (a) Professional
- (b) Semi-professional
- (c) Clerical

The size of the staff for any given library or library system must be based upon the programme of services adopted by the library, the size of the population being served and the quantum of services, the financial support, working hours and the other such factors.

S.R. Ranganathan has suggested the following staff formula for public libraries:

- 1) **Book Selection:** 1 person for every 6000 volumes added in a year.
- 2) **Periodical Publications Section:** 1 person for every 1000 periodicals currently taken.

- 3) **Classification and Cataloguing Section:** 1 person for every 2000 volumes added in a year.
- 4) **Maintenance Section:** 1 person for every 2000 volumes added in a year and 1 person for every 50000 volumes in the library.
- 5) **Publicity Section:** Minimum 1 artist.
- 6) **Administrative Section:** Minimum 1 library accountant, 1 steno-typist and 1 correspondence clerk.
- 7) **Reference Section:** 1 person for every 50 readers using the library in a day of the year (other than those readers of the current issues of newspapers and periodicals or the textbook.
- 8) **Circulation Section:** 1 person for every 1,500 hours for which one wicket-gate of the library has to be kept open in a year.
- 9) **Supervisory Section:** 1 librarian and 1 deputy librarian

Library finance and furniture are essential things in a library setup besides staff and books for rendering an effective and efficient service. Therefore, the authorities in the public library department shall plan on these aspects and shall be given due consideration. For this purpose library legislation is essential which would give a strong base for the finances to run libraries.

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## 10.8 LET US SUM UP

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Let us recapitulate briefly what has been discussed so far in this unit.

- \* Public library shall be maintained from public funds. The funds for a public library shall have sound basis of law.
- \* The principles of library finance are: libraries are spending and growing institutions, and demands are unlimited and recurring.
- \* The various financial resources for public libraries are: subscription, endowments and donations, library rates / cess, library taxes, government grants, fees and fines etc.
- \* The various methods of financial estimation for libraries are: Per capita method, Proportional method, Method of details, Cost of additions, Programmed budget, and Zero-Based Budgeting.

- \* Standards for library finance in India are issued by the Advisory Committee for Libraries, S.R.Ranganathan, R.L.Mittal, etc.
- \* The qualified library personnel are of three types: (a) Professional, (b) Semi-professional, and (c) Clerical.
- \* S.R.Ranganathan has given a staff formula for public library.

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## 10.9 REFERENCES

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- 4) PALANIVELU, C. "Library Movement in Tamilnadu: Concepts, strategies and responses". IN *Education through public libraries: seminar papers*. Madras: Directorate of Public Libraries, 1991. p.1-14
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- 10) [Quoted in] LINDQUIST, Stanton C and Mills, R Bryant. "Whatever happened to Zero-Base Budgeting?" *Managerial Planning* Jan./ Feb. 1981. p.31
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- 12) JOECKAL, C. B. and Winslow, Army. *National Plan for Public Library Service*. Chicago : ALA, 1948. p.101-102
- 13) MITTAL, R.L. *op cit* p.169

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## 10.12 ASSIGNMENT

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Critically examine public library acts of various states in India and discuss the provisions made for financial resources for public libraries.

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## 10.13 RECOMMENDED BOOKS

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EKBOTE, Gopal Rao. *Public Libraries System*. Hyderabad: Ekbote Brothers, 1987.

EVANS, Edward G. *Management Techniques for Librarians*, 2nd ed. New York: Academic Press, 1983.

GURUSWAMY Naidu, N. *Public Library Finances*. New Delhi: Ess Ess Publications, 1990.

MITTAL, R.L. *Library Administration: Theory and practice*, 4th rev. and enl. ed. New Delhi: Metropolitan Book Co., 1978.

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## 10.14 MODEL EXAMINATION QUESTIONS

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### I ESSAY QUESTIONS

- 1) Enumerate the various financial resources through which public libraries sustain.
- 2) Explain briefly various methods of financial estimates used in public libraries.
- 3) Discuss the nature and types of personnel required in a modern public library.

### II SHORT NOTES

- a) Library Cess
- b) ZBB

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# UNIT - 11 : COLLECTION DEVELOPMENT IN PUBLIC LIBRARIES

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## Structure

- 11.0 Aims and Objectives
- 11.1 Introduction
- 11.2 Collection Development (CD)
  - 11.2.1 Definition and Meaning
  - 11.2.2 Need for Collection Development
- 11.3 Collection Development Policy (CDP)
  - 11.3.1 Principles
  - 11.3.2 Utility
  - 11.3.3 Elements
- 11.4 Collection Development - Laws, Factors and Process
  - 11.4.1 Collection Development Laws
  - 11.4.2 Factors Affecting Collection Development
  - 11.4.3 Collection Development Process
  - 11.4.4 Evaluation of Collection Development
- 11.5 Collection Development in Public Libraries
  - 11.5.1 Objectives of Collection Development
  - 11.5.2 Collection Development Methods
  - 11.5.3 Collection Development Problems
- 11.6 Standards for Collection Development
- 11.7 Let Us Sum Up
- 11.8 References

11.9 Assignment

11.10 Recommended Books

11.11 Model Examination Questions

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## 11.0 AIMS AND OBJECTIVES

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Collection Development is the core activity of a library. It involves systematic planning and evaluation of the documentary resources. This unit aims to stress the importance and methods of collection development in public libraries.

After reading this unit, you will be able to

- understand the concept of collection development
- write down a few definitions of collection development
- describe the need, nature and how of collection development
- explain the components of Collection Development Policy (CDP) its need, components, principles and utility
- enumerate the factors affecting collection development
- identify the methods of collection development in public libraries
- point out the constraints for collection development in public libraries
- trace the provisions in the National and International standards relating to Collection Development.

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## 11.1 INTRODUCTION

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A library collection is the sum total of library material - books, periodicals, manuscripts, government publications and a variety of primary materials, non-book materials that make up the holdings of a particular library. Development of a good collection is essential for satisfying user's needs in a library. Building collection may occasionally involve the selection and acquisition of these materials, *ab initio*, but in most cases it is likely to mean the planned and systematic development of an already existing collection.

In both the instances the governing factors are the available and continuing bases of financial support, the available space and staff ( which are dependent upon the extent of that financial support) and the policies established by the library.

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## **11.2 COLLECTION DEVELOPMENT - DEFINITION AND MEANING; NEED**

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In library science literature the terms selection, acquisition, collection building and collection development are very often used interchangeably and these are hierarchical terms. Collection Development is planning, selection is inclusion or exclusion and acquisition process is implementation.

### **11.2.1 Definition and Meaning of Collection**

According to Evans, "Collection development is the process of identifying the strength and weaknesses of library's material collection in terms of patron needs and community resources and attempting to correct existing weaknesses if any. This requires the constant examination of and evaluation of the library's resources and the constant study of both patron's needs and changes in the community to be served"<sup>1</sup>.

According to Mosher "Collection development is the effective and timely selection of library materials forming carefully constructed area or subject collection, shaped over time by bibliographic experts. It is the synopsis linking thousand of decisions into sensitive provision of needed research materials"<sup>2</sup>.

According to Bloomfield, "Collection development represents an evolving concept of library collection management devised to answer changing reader demands on library collection"<sup>3</sup>.

According to Magrill and Hickey, "Collection Development is an encompass of a broad range of activities related to the policies and procedures of selection, acquisition and evaluation of library collection"<sup>4</sup>.

From the above definitions, the following may be inferred.

- (a) Collection Development presupposes a nucleus collection to build and develop over. The building and developing library collection is the heart of librarianship, and continues to be the core activity.
- (b) It is conceived as a sum of collection planning, collection implementation and collection evaluation functions.

- (c) It includes the systematic planning and rational building of a collection in a cost effective way, assessing user needs, evaluating the present selection of items, weeding and storing parts of the collection, planning for resource sharing.
- (d) It is the systematic building of a library collection based on meaningful data rather than subjective choice. It is the processing of assessing the strength and weaknesses in the collection and then creating plan to correct the weakness and maintain the strength.

### 11.2.2 Need for Collection Development

A vast majority of libraries in the recent past (two decades) have come under severe financial pressure. Inflation in the prices of books and other reading materials and cost due to long term world wide economic recession has caused problems to the libraries. Subscription rate of periodicals has shown a steep rise.

In the Indian context, the problem has become much more acute due to devaluation of Indian currency and rise in the postal, freight and other incidental charges. Due to economic recession, it is no longer possible to buy all the documents selected and wanted by the clientele. The crux of the problem in collection development lies here. Hence the need for collection development.

The collection development shall be able

- (a) To meet the needs of the majority of the clientele
- (b) To constrain the duplication of documents or near text of documents.
- (c) To control the bias or over-attention to any particular section of clientele.
- (d) To buy books which have greater shelf-life.
- (e) To meet the immediate needs of the readers.
- (f) To buy on modular basis, i.e. spread out document acquisition on a modular structure.
- (g) To meet the library network demands for core subjects
- (h) To identify the acquisition of a balanced set of documents.

- (i) To enhance the value of documents already acquired.
- (j) To understand the cost-benefit and cost-effective aspects of document acquisition.

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## **11.3 COLLECTION DEVELOPMENT POLICY (CDP)**

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A Collection Development Policy can be a set of theoretical goals or a statement of actual practice. It is a priori statement of specific, long term collecting goals and requires an attendant commitment of the organisation's resources to achieve the goal.

In the present days, many big libraries have formal selection policy statements. CDP can act as a guide post in guiding the various activities relating to planning, budgeting, selecting, and acquiring library documents.

### **11.3.1 Principles Governing the Formulation of CDP**

The following principles will govern in the formulation of CDP for any library.

- (a) Libraries should identify the long range and short range needs of their users, and establish priorities for the allocation of funds to meet those needs. A CDP statement is an orderly expression of those priorities as they relate to development of library resources. The libraries will need to formulate separate statement of policy relating to duplication of material, and such additional policy statements must be given consideration in the allocation of funds.
- (b) The CDP statement shall be coordinated with those of other libraries.
- (c) The CDP statement shall be frequently reviewed to ensure that changes in user needs. CDP is desirable because it "enables selectors to work with greater consistency toward defined goals, thus shaping stronger collections and using limited funds more wisely; informs users, administrators, trustees and others as to the scope and nature of existing collections and the plans for continuing development of resources; and provides information which will assist in the budgetary allocation process"<sup>5</sup>

### **11.3.2 Utility of CDP**

According to Katz, the CDP is a written statement. This policy will

- (a) Assist in establishing methods of reviewing materials before purchase,

- (b) Help in determining the best method of acquisition, directly from the publisher or through a jobber for example.
- (c) Offer some help against censorship by a clear statement of the type of materials to be purchased and indication that the policy has the support of the ruling body of the library
- (d) Help in long range budget planning by stating priorities and outlining growth and development goals.
- (e) Assist in planning with other libraries such cooperative programmes as inter-library loans and networks.
- (f) Offer suggestions for what types of materials are to be weeded or stored.<sup>6</sup>

In other words the CDP statement helps in the following ways:

- i) It provides a rationale for selection of individual items and ensures consistency and balance in the growth of collection.
- ii) Facilitates satisfactory use of budget
- iii) Provides guidelines to the selectors
- iv) Serves as a means of communicating collective plans to users and administrators.
- v) Develops coordination between different individuals responsible for the collection both currently and through time.

### **11.3.3 Components\Elements in CDP**

Drafting a collection development policy statement is a difficult task. It needs a cooperative effort of a librarian, administrators and users. Hence a committee should be formed to draft the CDP.

A model policy statement for CDP should contain the following elements:

- (a) Objectives of the library in relation to its supra-system
- (b) Levels of collection including user needs

- (c) Principles of acquisition which include vendor selection procedure, rules for discount, gifts and exchange and types of materials, language, etc.
- (d) Modes of selection as well as limitations of the budget
- (e) Weeding - what to withdraw and what not
- (f) An indication of how the collection is to be built in terms of specific subject field. Analysis of each subject in terms of - levels of collection, language, chronological period covered, geographical areas collected, forms of materials collected, who is responsible for selection, etc.
- (g) Acquisition of foreign language materials
- (h) Evaluation which includes identification of present strength and weakness of the collection (user's evaluation), desired levels of collection and time frame for evaluation.
- (i) Resource sharing with other libraries in the locality.

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## **11.4 COLLECTION DEVELOPMENT - LAWS, FACTORS AND PROCESS**

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According to Evans<sup>7</sup> three basic prescriptions (Laws) are involved in collection development process in any library. They are

- i) As the size of the service community increases, the degree of divergence in individual information needs increases.
- ii) As the degree of divergence in individual information needs increases the need for cooperation programmes/sharing of information materials increases.
- iii) It will never be possible to completely satisfy all of the information needs of any individual or class of clientele in the service community.

### **11.4.1 Factors Affecting Collection Development**

The factors that affect collection development in public libraries are as follows:

- a) The institution

- b) The user community
  - c) The present collection
  - d) Human and financial resources.
- (a) **The institution:** Consider the nature of the library, its objectives and the extent of its services are necessary as they have a direct bearing on developing the collection.
- (b) **The user community:** The potential needs of the user and the prospective users are to be examined. The collection should match at every point to the reading requirements of the clientele.
- (c) **The present collection:** The extent of the present collection, its utility from the users opinion / needs shall form the basis for building future collection. This necessitates collection evaluation for developing a live and user oriented collection.
- (d) **Human and financial resources:** The effectiveness of the library staff or the personnel involved in the collection building and more so the available financial facility are the most decisive factors in the collection development. Adequate finance shall be made available to correlate with the increase of prices of documents and also the rapid changes in the foreign rates coupled with inflation.

#### 11.4.3 How of Collection Development

Library collection has to be developed to meet the needs of present and future needs of its users. The planning has to be made for systematic and rational collection. Magrill and Hickey<sup>8</sup> have identified the following factors in collection development:

- (a) Assisting the user needs
- (b) Evaluation of present collection
- (c) Determination of selection policy
- (d) Coordination of selection items
- (e) Weeding and storing collection; and
- (f) Planning for resource sharing

Unless these elements are properly streamlined, no library can achieve better collection development programme substantially.

The objectives of a public library are generally broad. However public library functions and services for education, information and recreation. The collection development has to be related to changing environments to enable to fulfill its objectives and functions.

Bloomfield<sup>9</sup> has identified the following factors with regard to the how of collection development.

- (a) Identification of the purpose and mission of the library
- (b) Formulation of library's collection development statement by library staff, users and committees.
- (c) Strategies and policies to implement the policies.
- (d) Division of budget and its consequent problems.
- (e) Maintaining, revising and updating the policy statement.
- (f) Matching users' requirements and institution's stated aims.

#### 11.4.4 Collection Evaluation

Evaluation is judging the intrinsic merits of materials. It is to determine the quality of the collection. It could be either to evaluate how good each individual item or how good the item for particular needs of the users. The utility of collection evaluation can be enumerated as under:

- (a) To justify the increased budget demand and to examine the collection policy
- (b) To organise the resources more competently and to improve the efficiency of library staff.
- (c) To determine the adequacy of the quality of the collection and to ascertain how old is the collection.
- (d) To reveal the strength and weakness and utility of the collection.

There are different methods, both qualitative and quantitative like expert judgment, user study, analysis of subject-wise growth, determining the use of collection etc.

However, public libraries in India, do not evaluate their collection. This may be due to the factors such as lack of stated policy, staff, planned growth of libraries, and provisions in the library acts etc. It is a serious lacuna in the collection development of public libraries.

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## **11.5 COLLECTION DEVELOPMENT IN PUBLIC LIBRARIES**

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In the preceding sections we have discussed the factors, process and evaluation of collection development in general. In this section we will deal with objectives, methods and problems of collection development in public libraries.

### **11.5.1 Objectives of Collection Development in Public Libraries**

The basic objectives of collection development in public libraries are as follows:

- (a) The book stock of public library must reflect the five basic objectives of the public libraries - education, information, aesthetic appreciation, recreation and research.
- (b) Selection should aim at meeting reading needs common to all communities as well as the specific needs of the community. The task of determining the library's real and potential users is known as community analysis or community study.
- (c) Collection shall be conceived as a living and changing organism, subject to the inevitable processes of obsolescence, wear and tear and loss.
- (d) procedure for books selection shall be carefully planned and organised and shall consider the community needs.
- (e) Evaluation of the stock cannot be disassociated from the effectiveness of its services, and aggressiveness of the public relation programmes.

### **11.5.2 Collection Development Methods in Public Libraries**

The acquisition programme should be organised and implemented systematically so that the reading material of maximum utility can be acquired with minimum cost in least possible ways. The theories of book selection are to be viewed seriously in developing collection. This is very much crucial in the case

of public libraries. Collection of reading materials have been codified in the Acts and Bills. Therefore, collection should be developed with reference to

- (a) Public Library Acts
- (b) Press and Registration of Books (Newspapers) Act
- (c) Delivery of Books Act
- (d) Archival Act / Monument Act
- (e) Gift / exchange / donations (including RRRLF) etc
- (f) Purchase / Book selection policy
- (g) Resource sharing.

### **11.5.3 Problems of Collection Development in Public Libraries**

The Sinha Committee<sup>10</sup> did not specify the book acquisition policy for public libraries. It has entrusted the job of selection and acquisition to the state librarians with the advice of the Book Selection Committee constituted for this purpose. However, the collection development in public libraries is constrained by various factors such as finance, document's nature and production and environment.

The following factors act as hindrances for better collection development in public libraries in India:

- (a) Inadequate financial resources / financial mobilisation
- (b) Improper allocation and augmentation of resources
- (c) Absence of strict provisions in the library legislation
- (d) Lack of community analysis and user studies
- (e) Lack of collection development policy
- (f) Lack of weeding, storage, preservation and evaluation programmes
- (g) Indifference on the part of the government and other authorities concerned

- (h) Absence of standards for collection development in Indian context
- (i) Lack of aptitude / interest on the part of the staff.

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## 11.6 STANDARDS FOR COLLECTION DEVELOPMENT

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Various types of libraries are following national standards and guidelines. Standards are useful tools for providing basic theory, furnishing a set of objectives and stimulating research in evaluation of performance. However they are only guidelines. And there is no single set of standards which would be valid for all public libraries.

However, in this section the provisions in the various standards for collection development in public libraries are furnished below:

The American Library Association<sup>11</sup> suggested for a public library system serving 1,50,000 to one million people should have the collection as follows:

*Books:* At least 1,00,000 non-fiction titles and a comprehensive collection of older as well as current fiction.

*Periodicals:* At least one currently published periodical title, for each 250 people.

*Non-print media:* For large and medium-sized libraries it will be between 10 per cent and 15 per cent of the unit's total materials budget.<sup>12</sup>

The IFLA Standards for Public Libraries<sup>13</sup> laid down the following:

- (a) At least three volumes per inhabitant
- (b) At least 100 reference sources for 3,000 population unit. In the large library it will be 10 per cent of total stock.
- (c) At least 250 volumes per annum per 1,000 population
- (d) At least 50 periodicals is a basic requirement. In a large library 10 periodicals per 1,000 population.
- (e) At least 2,000 records / tapes or sound recordings up to the population of 20,000. At least 300 such records should be added annually.

Building a need-based collection depends to a great extent on the professionalism, vision, knowledge, dedication and ability of the librarian and his staff involved in collection development. In Indian context, one can hardly see any well-written collection development policy for public libraries. Moreover, unfortunately due to unnecessary and cumbersome procedures, red-tapism and indecisiveness on the part of the government, the collection development activities in public libraries are handicapped. The present situation poses a great challenge to public libraries with regard to collection development, but if the problem is taken up in totality and required support is provided by the government concerned, the public libraries will certainly be able to come up to the expectations.

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## 11.7 LET US SUM UP

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To sum up what has been discussed so far in this unit, the following aspects are to be highlighted:

- \* The aspect of collection development is the heart of librarianship. It deals with the collection planning, implementing and collection evaluation. It is a systematic building of a library collection.
- \* Collection development is essential in order to meet the needs of a library's clientele, to have a balanced collection in a library, and to fulfill the cost-benefit and cost-effective aspects of document acquisition.
- \* Collection Development Policy (CDP) is a set of goals and statements of actual practices in developing the collection. It will assist in planning of acquisition programme, budget planning, and resource sharing and inter library loan activities. The development of CDP needs a lot of planning and a committee has to take up the task of drafting the CDP.
- \* The various factors affecting collection development are: (a) the institution, (b) the user community, (c) the present collection and (d) human and financial resources.
- \* The various factors in the collection development are: (a) assisting of the users, (b) evaluation of the present collection, (c) determining the selection policy, (d) weeding out policy and (e) resource sharing.
- \* Collection evaluation is the key aspect of collection development. It determines the quality of the collection. Some of the methods of the collection evaluation are expert judgment, user study, analysis of subject-wise growth and determining the effective use of collection.
- \* The collection development in public libraries shall reflect the functions and objectives of public libraries.

- \* In public libraries the following barriers are coming in the way of collection development such as lack of financial resources, proper budget allocation, community analysis and user studies, collection development policy, weeding out policy, collection evaluation programme, preservation and conservation programmes, staff attitude, standards, and legal provisions.

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- 9) Bloomfield, B C. *op cit*
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- 11) AMERICAN Library Association. *Minimum standards for Public Library Systems*. Chicago: ALA, 1966. p.42-43

- 12) AMERICAN Library Association. *Guidelines for Audio-Visual materials and services for medium and large public libraries*. Chicago: ALA, 1975
- 13) IFLA *Standards for public libraries*. 2nd ed. Munchen: Verlag Dokumentation, 1977.

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## 11.9 ASSIGNMENT

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Critically examine the changes you have noticed in the collection development policies and methods in your library/ public libraries of your locality over the past one decade.

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## 11.10 RECOMMENDED BOOKS

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AMERICAN Library Association. *Guidelines for collection development*. Chicago: ALA, 1979

IASLIC Conference on Collection development in the context of economic recession (19th: 1983). *Conference papers*. Calcutta: IASLIC, 1993.

KATZ, William A. *Collection development: the selection of materials for libraries*. New York: Holt, Rinehart and Winston, 1980.

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## 11.11 MODEL EXAMINATION QUESTIONS

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### I ESSAY QUESTIONS

- 1) Explain the principles and elements involved in collection development policy in public libraries.
- 2) Discuss the problems faced by public libraries in collection development.
- 3) Discuss the process of collection development in public libraries.

### II SHORT NOTES

- a) Collection evaluation
- b) Need for CDP
- c) Standards for Collection Development

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# **UNIT - 12 : PUBLIC LIBRARY NORMS AND STANDARDS**

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## **Structure**

12.0 Aims and Objectives

12.1 Introduction

12.2 Norms and Standards

12.2.1 Definition

12.2.2 Need

12.2.3 Documents

12.3 General Standards for Public Libraries

12.4 Specific Standards for Public Libraries

12.4.1 Standards for Collection

12.4.2 Standards for Illiterates

12.4.3 Standards for Library Services for Children

12.4.4 Standards for Community Information Services

12.4.5 Standards for Mobile Library Services

12.4.6 Standards for Human Resources

12.4.7 Standards for Services to Adult Education

12.4.8 Standards for Information Services

12.4.9 Standards for Information Marketing

12.4.10 Standards for Evaluation

12.4.11 Standards for Physical Facilities

12.5 Let Us Sum Up

12.6 References and Recommended Books

12.7 Model Examination Questions

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## 12.0 AIMS AND OBJECTIVES

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Norms and Standards are the guiding principles used to measure / test the adequacy and quality of library services. This unit aims to discuss the public library norms and standards formulated by various organisations and professional associations.

After reading this unit, you will be in a position to

- explain the concept of norms and standards, in general
- discuss the need for standards in the field of libraries
- list out the various documents available on public library standards and norms
- explain the general guidelines for public libraries
- describe the specific standards and norms for various areas - collection and users in the public libraries and also for services such as mobile library service, community information service, etc.

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## 12.1 INTRODUCTION

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The ultimate objective of a public library is to make their services available to all classes of users, without any distinction whatsoever. It is neither possible nor desirable to prescribe a fixed standard of public library service. Standard is a relative term which differs from place to place and time to time. Prescription of standard of service has no meaning if it is not backed up by adequate resources. Therefore, even minimum standards are also difficult to maintain all over the country, particularly in the rural areas. The responsibility of resources should be left with the implementing authority.

Standards and specifications are primary documents which state how materials and products are manufactured and services are to be provided, defined, measured or tested. Basically standards are rules, regulations, guidelines as to the quality or size or shape of industrial products including processes or methods, services, terminologies etc.

The standards are guiding principles. These require interpretation when applied to individual libraries. However, the standards by whatever agency, cannot be used like a yardstick. But these are objective, observable and at least in broad sense, quantitative. These may be used as quick measurements and provide only partial evaluation of a library.

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## 12.2 NORMS AND STANDARDS - DEFINITION, NEED AND DOCUMENTS

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The term 'Standard' stands for a specific criterion against which adequacy and quality can be tested or measured. The standard in the broadest sense of the term are quantitative in nature. These serve as a criteria against which a library's quality of service can be measured as definitely as does the more obviously quantitative standard of the number of new titles added each year to the collection.

### 12.2.1 Definition

*The Oxford English Dictionary* offers 36 historical definitions of the word 'Standard'. According to the *Webster's Third New English Dictionary* (1966), "Standard can designate... any measure by which one judges a thing as authentic, good or adequate ... Standard applies to any authoritative rule, principle or measure used to determine the quality, the weight or extent or especially the value, quality, level or degree of a thing".

The application and practicality of standards to different fields are common in the present day and the field of Library and Information science is not an exception. The desirability of developing and attaining standards has occupied the thinking of the library profession for more than a generation.

We often use concepts like goals, guidelines, standards, norms interchangeably and there is a misconception about the use of these terms in the process of evaluation and planning of public library services. The purpose of planning of public library services is to achieve optimum use of scarce resources in relation to the needs and to make the services cost-effective. As a part of planning process, the goals are defined first, then the guidelines given to indicate how the goals are to be achieved and finally the standards are formulated as the norms for each component of the service. Therefore, each term has to be used independently and not interchangeably.

### 12.2.2 Need for Norms and Standards

A public library by its very nature must be a continuing and growing organisation. Its service should not be created unless there are financial resources to start and support it and materials and staff to maintain. It is understood that there are certain countries today which cannot meet these requirements. The emphasis placed on various aspects of library provisions will be quite different in a small rural community from that in an industrial town; in a developing country, thus, there is a fluid situation in the set-up of libraries. However, there needs to be some guidelines to achieve certain benefits and to provide services effectively.

The library standards and norms would guide as to how the resources of all the libraries and information centres are to be pooled together and placed at the disposal of all the people towards the achievement of the goals.

The library standards would provide the norms and guidelines both in qualitative and in quantitative terms. The standards are also used to measure and assess the achievements. They remove the discrepancies in the existing services and the future development. The library standards can be regarded as the minimum and not as maximum standards. The overall aim of the standards is to upgrade libraries by providing certain yardsticks to measure their efficiencies and deficiencies. Hence there is every need to have certain amount of standards although there is a saying that "No Standard is Valid for Eternity".

### 12.2.3 Documents on Norms and Standards on Public Libraries

The first attempt to formulate standards for public libraries was made in November 1933 by the American Library Association (ALA). The ALA in 1943 published a document entitled *Post-War Standards for Public Libraries* and it was supplemented after the war by *A National Plan for Public Library Services* which for the first time prescribed standards for public library systems as opposed to individual libraries. This was followed in 1956 by a document entitled *Public Library Service: a Guide to Evaluation with Minimum Standards*, which indicates the standards for resource sharing of services and materials. In 1966 the ALA and the Public Library Association appointed a joint Standing Committee to draft standards on Public libraries. Accordingly, the said Committee published a document entitled, *Minimum Standards for Public Library Systems*.

At the international level IFLA through its public libraries section published document on Standards for Public Library Service. Its second edition was brought out in 1977 entitled, *Standards for Public Libraries*. It covers five principal aspects of public library services, namely;

- a) Books and other materials
- b) Staff
- c) Facilities and amenities
- d) Library premises
- e) Services

Similar developments have taken place in U.K, where the first comprehensive standard entitled *Standards of Public Library Service in England and Wales* was published in 1962. Since then a number of countries have evolved their own standards. But in India so far no such attempts have been made

to have standards excepting certain proposals in the five-year plans. The *National Policy on Library and Information System* by the ILA and the RRRLE, is yet to be passed by the union government although it was submitted as early as 1986.

Senior professionals like D. R. Kalta, *et al* have drafted a set of guidelines for public library systems and services. Recently, Dr. Velaga Venkatappiah prepared a preliminary draft entitled *Standards and Guidelines for Public Library Services* on the request of the Indian Library Association.

In the Indian context the following provisions are furnished as the minimum standards and norms for the public libraries.

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## 12.3 GENERAL STANDARDS AND GUIDELINES FOR PUBLIC LIBRARIES

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Library service being an essential service, it is the responsibility of the State to provide a comprehensive services to its citizens whether living in cities or in villages. In this context the following standards and norms are furnished for your understanding:

- i) A standard library should have three sections: Lending, Reference and Children, with reading facilities inside the library
- ii) It should be an open access library to facilitate the users to browse through the stacks
- iii) Some nominal membership fees or deposit to be collected for the home lending service and no fees shall be charged for reading inside the library
- iv) The library should be provided with qualified and trained staff
- v) Different types of services are to be provided which are core services such as reference, lending, documentation services, etc.
- vi) Libraries are to be established in a hierarchical order and there shall be linking of national library to that of state library and to the district level which in turn links the village and branch level libraries.
- vii) Necessary records and statistics are to be maintained by every library which will be useful for future evaluation, survey and research.

- viii) A public library should provide the following minimum facilities, irrespective of its size or its location, such as
- a) Reading room for housing newspapers, periodicals and books
  - b) Children's section to spread reading habits among children
  - c) Service points should work at least for six hours in a day in shifts or at a stretch as convenient to the reading community.

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## 12.4 SPECIFIC STANDARDS ON PUBLIC LIBRARIES

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There are specific standards formulated for collection, services to different kinds of users, mobile services, community information services, human resources, information marketing, etc.

### 12.4.1 Standards for Collection

IFLA standards<sup>3</sup> for public libraries laid down the following.

- (a) at least three volumes per inhabitant
- (b) At least 100 reference sources for 3,000 population unit. In a larger library it will be 10 per cent of total stock
- (c) At least 250 volumes per annum per 1,000 population
- (d) At least 50 periodicals is a basic requirement. In a large library 10 periodicals per 1,000 population.
- (e) At least 2,000 records / tapes or sound recordings up to the population of 20,000. At least 300 such records should be added annually.

According to the public library standards for England and Wales, the following are the provisions with regard to collection:

- (a) Atleast 3,000 volumes to be added per year
- (b) Annual addition of 300 volumes to allow for duplicates

- (c) Atleast fifty periodicals of general interest and a considerable number of periodicals of reference value
- (d) Not less than 100 volumes in foreign language books shall be added annually
- (e) Libraries serving of one lakh and above population should add 5,500 volumes of adult non-fiction titles annually
- (f) Annual provision of not less than 250 volumes of all kinds and not less than 90 adult non-fiction volumes for lending and reference shall be considered per one thousand population
- (g) Standard works and reference works shall form the collection and works by important authors shall be acquired.

The ALA laid down the following guidelines with regard to the materials selection, organisation and control:

The primary function of a public library is to assemble, organise, preserve and make easily and freely available to all people the printed and non-printed materials.

- (a) All materials should be selected and retained or discarded in keeping with stated objectives of each system
- (b) Materials acquired should meet high standards of quality in content, expression and form
- (c) Within these standards of purpose, quality collection should be built to meet the needs and interests of people
- (d) Library collection should contain opposing views on controversial topics
- (e) The collection of the public library should be inclusive and contain materials which contribute to the library's purpose without regard to form
- (f) Systematic removal of materials no longer useful is essential to maintaining the purposes and quality of resources
- (g) A library system must have resources covering the interests in the several communities it serves, in reasonable duplication to meet most requests immediately

- (h) The total system collection should own resources of at least 2 to 4 volumes per capita and at least 2 volumes per capita in areas serving 1,000,000 population
- (i) Collections should be maintained by annual additions and replacements of not less than 1/6 volume per capita in areas serving upto 500,000 population; 1/8 volume per capita in areas serving over 500,000 population
- (j) At least five per cent of its annual additions should be materials of specific interest to young adults
- (k) At least one currently published periodical title should be available for each 250 people in the service area
- (l) Selection of material should be done cooperatively by representatives of all member libraries in a system
- (m) The acquisition, cataloguing and preparation of materials should be centralised.

The *Model Statement of Standards for Public Library Services* published by the Library Association in the year 1995, laid down the following provisions for library collection:

- (a) The total book stock of the authority will be not less than 2 volumes per capita of resident population
- (b) Each year not less than 250 volumes will be added to stock per 1000 population
- (c) The total stock of recorded sound items will be not less than 100 items per population
- (d) The total stock of video recordings will be not less than 10 items per 1000 population
- (e) Each year not less than 20 sound recordings per 1000 population and 4 video recordings per 1000 population will be added to stock.

#### 12.4.2 Services for Illiterates

Public libraries should render specialised services to the illiterates with a specially trained personnel and if possible with a separate budget provision.

It shall be obligatory on the library system to render possible library service for creating social awareness among the illiterates by arranging exhibitions, film shows and so on. Special category of reading materials may be selected for each group or groups, large print books are desirable.

Video cassettes should be made available to the deaf people in the library premises or with a door delivery facility.

### **12.4.3 Library services for Children - Guidelines**

The UNESCO Delhi Seminar on Public Libraries held in 1955 resolved that "all public libraries should provide services for children and young people as an integral part of their service to the community through systems of public libraries, operated by public authorities, free to all without discrimination, the widest service could be given in the most economical way. Such systems should be planned throughout Asia to give coverage to the whole population. Where there are no public libraries at present, many schools do exist through which library services can be made available to children".

Every public library, shall maintain a children's section for developing the creative talents and mental development in children.

(1) The environment of the children's section should be made good and decorated well so that it looks like a children's play house.

(2) Proper reading materials suitable to the children shall be acquired and shall be developed in close relation to the curriculum of the schools and the culture of the locality.

Story telling, reading of books, book talks, competitions, indoor games materials should find place in the children sections.

### **12.4.4 Community Information Service**

Provision of community Information System shall be recognised as a focal point of the Public Library System. The State Library Authority shall take the responsibility to develop an information bank in cooperation with the govt. departments, statutory organisations, and other institutions for implementing the community information service in the state.

The state library authority should take into consideration the information available through GISTNIC (General Information Service Terminal - National Informatics Centre) terminal at state and district level information centres. The libraries at block and mandal and village levels should develop information bank of the locality keeping in view the clientele.

### **12.4.5 Mobile Library Services**

The public library service is an essential item of the public library system. This should be started when there is no feasibility or capability to open a public service.

There shall be at least one mobile van in a revenue division. Besides books, this should contain audiovisual equipment such as Television, VCR, etc. The book collection shall be changed periodically. This should cover at least 3 to 5 service points in a day.

### **12.4.6 Human Resources**

The library system should have a qualified, efficient and adequate staff for rendering services effectively.

The state government shall form the state library service for appointment of the staff in the public libraries. All the members of the library shall be considered as government servants. The personnel working in the public libraries either in the government control or in the grant-in-aid libraries shall be covered in the category of the government staff.

There shall be two categories of manpower in the public library system, namely professional and semi-professional staff. The Library Association, in its *Model Statement of Standards for Public Library Services* mentioned the following guidelines with regard to staff in the public libraries:

- (a) Each library authority will employ a minimum of one fulltime non-manual member of staff for each 2300 resident population. One third of these posts will be designated at professional level and filled by qualified librarians
- (b) Each library authority will provide a staff development scheme for all staff
- (c) Each library authority will provide a staff training programme which will include interpersonal skills, customer care training, training in bibliographical skills, etc.
- (d) Authorities shall provide staff with the opportunities to undertake Continuing Professional development.

### **12.4.7 Service to Adult Education**

There should be a close relationship between public library authority and bodies responsible for adult education and more joint action between libraries on a regional or sub-regional basis to provide

sets of books for adult education classes. Public libraries shall provide suitable accommodation for adult classes.

#### **12.4.8 Standards for Information Services**

The Library Association has made the following provisions for the various information services to be provided by public libraries.

- (a) All libraries will provide the user with access to accurate and upto date information, making use of information and communication technology and appropriate printed materials.
- (b) Information will be provided in response to questions asked in person or by any other means. The most appropriate format, whether print or non-print based, will be used when responding to such requests. The source of information will be stated when providing information to users.
- (c) If an information enquiry cannot be dealt with at the time of asking, the inquirer will receive a response within five working days.
- (d) All libraries including mobile libraries will be part of an information referral network which will provide structured access to wider resources.
- (e) Community Information services will be provided on demand and such information materials will be kept upto date and subject to continuous revision.

#### **12.4.9 Standards for Information Marketing**

According to the Library Association, the guidelines for the marketing of information are as follows:

- (a) Each library authority will develop an effective marketing strategy designed for users and non-users.
- (b) Each library authority will cooperate with artistic, educational, recreational and other appropriate local agencies to ensure that plans are available for the cultural and economic development of the community.
- (c) The marketing strategy will include a rolling programme for consultation with local people.

#### **12.4.10 Standards for Evaluation**

The Library Association laid down the following guidelines for evaluation:

- (a) Each library authority will publish an Annual Statement evaluating its performance in terms of the available standards and any other recognised performance measure. This shall be made available to the public on request.
- (b) Each library will provide a suggestions box or some other facility to enable clients to comment on the services. An analysis of the comments and complaints will be carried out at least once a year.
- (c) A survey of people who use the libraries will be undertaken at least once a year and of those who do not use the libraries every three years.

#### **12.4.11 Standards for Physical Facilities**

The ALA laid down the following guidelines with regard to the physical facilities:

- (a) The physical facilities of a public library should express the programme of library service
- (b) The library building must be inviting and easy to use
- (c) The library building should be efficient, flexible and expandable
- (d) Appropriate and adequate quality and quantity of lighting and other mechanical equipment should be provided in the building
- (e) Furniture and equipment should harmonise with the architecture of the building contributing to the efficiency of the library service programme and provide a comfortable and inviting environment
- (f) The site of the library building should be centrally located.

The Library Association laid down the following guidelines with regard to environment and facilities:

- (a) All library authorities shall provide facilities for children

- (b) All libraries shall have seating for reading based on an assessment of local need and availability of space
- (c) All large and medium libraries shall have quiet areas with tables or carrels for study purposes, including viewing, listening and computing facilities where appropriate
- (d) All large and medium libraries shall have space for community and cultural activities.

If these suggested norms, guidelines, standards and services are put into practice by the Public Library system, then it will win the support of the public at large. It will hum like a beehive where each user will feel the inner urge to have intellectual growth. Library standards serve as guiding principles and directions according to which library services should be provided. We need acknowledged norms and standards to measure and assess library services from time to time and to provide a stimulus for the future development and qualitative improvement in the Public Library System.

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## 12.5 LET US SUM UP

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- \* Standards are the guidelines for various products and services. They are being developed to augment the library resources in relation to the needs and to make the services cost effective.
- \* Library standards provide norms and specifications both in qualitative and quantitative terms.
- \* Notable standards on public libraries set by ALA, IFLA, Library Association (UK), Roberts Committee guidelines, etc. They have been described with regard to collection, services to illiterates, services to children, community information services, mobile services, human resources, adult education, information services, information materials, physical facilities.

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## 12.6 REFERENCES AND RECOMMENDED BOOKS

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## 12.7 MODEL EXAMINATION QUESTIONS

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### I. ESSAY QUESTIONS

- 1) Discuss the concept, need and purpose of public library norms and standards.
- 2) Briefly explain various public library standards useful to evaluate the public library facilities and services.

### II. SHORT NOTES

- a) IFLA Standards on Public Libraries
- b) Model Statement of Standards for Public Libraries

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## **BLOCK - IV : PUBLIC LIBRARY SERVICES AND AUTOMATION**

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This block contains four units covering various aspects of public library services and automation.

Unit 13 provides an overview of public library services, such as availability reading materials, reference service, information services and service to the special groups. It also focuses on evaluation of library services.

Unit 14 discusses the concept of community information services and their role in public libraries. Community information services in relation to NAPLIS and Rural Community Resource Centres is also emphasised.

While discussing computerisation of public libraries, Unit 15 explains you why automation is needed for public libraries. It also deals with software modules needed for automating various operations of a public library. It also discusses the problems of public library automation.

Unit 16 discusses the public library networks and resource sharing. It describes about the need, feasibility, methods and problems of developing a public library network. It also explains how networks help in sharing of resources.

On the whole the above mentioned four units will help you in providing a comprehensive idea about modernisation of public library services and operations that help in meeting the information needs of the users expeditiously and efficiently.

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## **UNIT - 13 : PUBLIC LIBRARY SERVICES**

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### **Structure**

- 13.0 Aims and Objectives
- 13.1 Introduction
- 13.2 Public Library Services
- 13.3 Availability of Reading Materials
  - 13.3.1 General Reading Section
  - 13.3.2 Lending Service
- 13.4 Services to Special Groups
  - 13.4.1 Services for Illiterates
  - 13.4.2 Services for Children
  - 13.4.3 Services to House-bound Readers
  - 13.4.4 Services to Prisoners
  - 13.4.5 Services to Minorities and Tribals
  - 13.4.6 Services to Distance Users
- 13.5 Reference Service
- 13.6 Information Services
- 13.7 Library Service and Public Relations
- 13.8 Let Us Sum Up
- 13.9 Assignment
- 13.10 References and Recommended Books
- 13.11 Model Examination Questions

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## 13.0 AIMS AND OBJECTIVES

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Public library is an omnibus institution established to carry out a wide variety of tasks. This unit aims to discuss the various library services rendered by public libraries.

After studying this unit, you should be in a position to

- describe the general public library services such as reading room facility, lending services, etc.
- explain the services to special groups
- discuss the methods of evaluating public library services.

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## 13.1 INTRODUCTION

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A public library should be moulded to cater to the needs of all members of the community. This encompasses individual groups of the community and society at large. Ultimately, the objective of a public library is to serve the community at all levels to the possible extent. We are indebted to the society and Government for giving respect to the cardinal principle that access to public libraries is free, with an objective of socio-economic development of the people.

Broadly speaking, a modern public library should perform a number of duties useful to the community it serves. The major ones include:

- Lending of reading materials;
- Organisation of general periodical section;
- Providing information from the materials/reference tools available in the library or else where;
- Assistance to cultural organisations; and
- Rendering Community Information Service.

The last item is dealt separately in Unit-14 in this course.

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## 13.2 PUBLIC LIBRARY SERVICES

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It was pronounced in the *Unesco Public Library Manifesto* (1994) that "constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information" through public libraries, to achieve the objectives. The public library serves as a gate way to knowledge and wisdom, providing basic facilities for lifelong learning unbiased decision making and cultural development of the society. For this purpose the UNESCO spelt out 12 key missions which relate to information, literacy, education and culture. (For details refer Unit-1).

Often it is emphasised that the public libraries should not remain mere store-houses of books but they be "made dynamic and set out to educate the people for socioeconomic betterment". The services provided by the public libraries are discussed in the following sections.

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## 13.3 AVAILABILITY OF READING MATERIALS

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For the execution of library services, the Library Authority shall procure a well selected and comprehensive book stock, taking into account the range, quality, currency and quantity of the material. The Library Association (UK) published a *Model Statement of Standards for Public Library Services* in this regard in 1995. (for details refer Unit 12).

- 1) Stock will be managed by professionally qualified librarians as a continuous process and stock which is out of date and/or in poor physical condition withdrawn, replaced or repaired. If the last copy of an item has some local interest and/or local value it will be stored in a reserve stock. Each library service will ensure, it keeps last copies of other material appropriate to its stock policy and subjects within regional and national cooperative arrangements.
- 2) All libraries will provide the user with the means to identify and locate material. Such provision may include online public access catalogues, standard bibliographical texts and readers advisory services.
- 3) The library will provide access to material that is not in its local stock through inter-library lending, subject specialisation and fiction reserve schemes.
- 4) Material will be made available to the public within one week of it being received by the library authority.

These are acceptable standards in the United Kingdom and can be adopted in the developing countries, of course with variation as per the local conditions.

### **13.3.1 General Reading Section**

Every public library must provide a general reading section with daily newspapers and some magazines, selecting at least one local newspaper. While selecting the newspapers and periodicals the requirements of the locality must be taken into consideration, with priority to the need of neo-literates, children, and youth.

### **13.3.2 Lending Service**

A resident of the locality is eligible to borrow books in the public library of that area. The lending of reading materials must be absolutely free. However, a caution deposit shall be collected if necessary. It is to be noted that in the developed countries the reading materials will be lent out to the readers against the citizenship/ identity card. These materials can be returned in any public library in the country.

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## **13.4 SERVICES TO SPECIAL GROUPS**

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One of the peculiarities of a public library is that it will have to serve the special groups. These groups constitute the following categories of people such as -

- 1) Disadvantaged people - such as patients, prisoners, persons kept in correctional institutions.
- 2) Less privileged people - such as people recognised as minorities in the State, people living in the slum areas, and most backward areas, tribals etc.
- 3) Physically and mentally handicapped - such as blind, deaf, dumb and mentally retarded.
- 4) Old people - who cannot move outside the house or stay in old age homes.
- 5) House wives - who are not accustomed to come to the library.

#### **1) Services for Illiterates**

Public libraries should render specialised service to the illiterates with a specially trained personnel and if possible with a separate budget provision.

It shall be obligatory on the Library system to render possible library service for creating social awareness in the illiterates by arranging exhibitions, film shows, wall posters and so on. This should help them to become proficient.

- 1) The Public library system should explore the possibility to open separate sections exclusively in the institutions meant for the above groups.
- 2) Special category of reading materials may be selected for each group or groups, large print books are desirable.
- 3) Home lending of books, cassettes etc., should be arranged for the groups who cannot walk or come to the library. The library must go to the readers.
- 4) Braille books and talking books should be made available to the blind individually or through organisations.
- 5) Video cassettes should be made available to the deaf people in the library premises or with a door delivery facility.
- 6) Publishers should be encouraged or supported to publish books specially written for minorities, tribals and people who live in hill areas. Books written in local dialect, and printed in bold script should be given high priority.
- 7) *Broad Sheets* as designed by National Institute of Adult Education should be adopted locally wherever possible and feasible.

## 2) Service for Children

Every Public Library, without exception, shall maintain a Children's Section for developing creative talents, and mental development in children.

- 1) The environment of the children's section should be made attractive and decorated well so that it looks like a children's play house.
- 2) Suitable children's books and other reading materials, audio-visual material shall be kept in the section.
- 3) Photographs, paintings, maps, attractive toys, puppets and games material should find a place in this section.

- 4) Story telling, reading of books, book talks, competitions, indoor games, quiz should be organised frequently for encouraging creative talents in children.
- 5) Innovations, discoveries, some of the world's great events must find a place in this section, through books, illustrations, wall paintings etc. Local events and people must find a suitable place in it.
- 6) The collections should be developed in close relation to the curriculum of the schools and the culture of the locality.

### 3) **Service to House-Bound Readers**

The house bound readers are quite common in Indian setting. These readers constitute a majority in the total number of users such as house-wives, and the people who cannot move out of the house etc. *Library at the Door Steps* is the order of the day. So, the library staff should visit at least three times in a week and issue the required books and back numbers of periodicals. Similar service should be provided to handicapped people including blind, patients in the hospitals, and the senior citizens living in the old age houses.

### 4) **Service to Prisoners**

One of the legitimate duties of a public library is that it should offer library service in the prisons, remand houses and detention centers. If it is a big prison, the library authorities can open a library in the prison or if it is a small prison, a Book Deposit Station or Book Delivery Centre can be opened in it. Pastime literature, and books which increase the ethical values should be procured for these libraries.

### 5) **Service to Minorities and Tribals**

In India minorities, tribals and people living in backward and remote areas constitute a sizable number. The permanent resident tribals can be served in the native language. The library should make effort to supply the reading material in the local language. IFLA standards specified that for every 500 people, there should be at least one periodical or newspaper in their own language. Additional periodicals may be provided by the general standards. For smaller groups the periodicals may be provided from centralised collection, or by cooperation between libraries, giving priority to the neo-literates.

### 6) **Service for Distant Users**

The Mobile Library Service is an essential service of the public library system. This should be started when there is no feasibility or viability to open a separate public library branch.

- 1) It shall serve in an area where there is no public library service.
- 2) There shall be at least one mobile van in a revenue division.
- 3) Besides books, this shall contain audio-visual equipment, such as TV, VCP, Slide Projector, etc.
- 4) It shall accommodate and carry a minimum of 1500-2000 books. This book stock should be changed frequently.
- 5) It shall cover at least 3 to 5 service points a day in two shifts from 8.00 AM to 8.00 PM.

#### 7) Cultural Role

A public library should serve as a centre for the promotion of culture.

- 1) It shall provide access to cultural expressions of all performing arts and foster inter cultural dialogue and favour cultural diversity.
- 2) It shall encourage local talent by sponsoring their programme.
- 3) It shall encourage cultural activities of outside groups for mutual understanding and integration.
- 4) It should collect and preserve the local folklore and forms of performing arts.
- 5) Lastly, it should support local tradition.

There is every need to conserve these cultural values, and for establishing new social order through public libraries.

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### 13.5 REFERENCE SERVICE

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More than one hundred years ago Melvil Dewey used the phrase 'Reference Service', which is directly concerned with assistance to readers in securing information or source with the materials, available in the library. *Harrod's Librarians Glossary* defines it as that "which includes the assistance given to readers in their search for information on various subjects." It also defines that it is "personal assistance given by the librarian to individual readers needing information". Dr.S.R.Ranganathan stated that Reference Service is "to provide the right book for the right reader, in the right way and at the right

time in the right personal way." A public library should essentially render reference service as per the categories of the users.

### **Principal Ways of Service**

There are various ways of seeking information by the user.

- 1) The user may visit the library in person to seek any information or document depending on the type of question, the staff will answer or supply the document, which the user needs.
- 2) The user may depute a person to the library to collect certain information or document.
- 3) The user may ask the library staff for information or document over a telephone, by telex message or he may send a written communication. It will be possible for the library staff to send correct answers more clearly and coherently to a written communication. The queries or the requests of the users may fall under the following types:

- 1) guiding the user to the collection
- 2) Oral answer to the user
- 3) Ready/short range reference services
- 4) Research/Long range reference service
- 5) General help to a casual reader.

All these queries should be heard sympathetically and answered carefully. The prestige of the library is involved in answering the reference queries.

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## **13.6 INFORMATION SERVICES**

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Besides the traditional services like lending, consultation, reference etc., the public library should take up advanced services like Current Awareness Service, Indexing, Abstracting Service etc. The Library Association, in the year 1995, released a *Model Statement of Standards for Public Library Services* and listed out the Information Services to be rendered by public libraries.

- 1) All libraries will provide the user with access to accurate and up to date information, making use of information and communication technology and appropriate printed materials.

- 2) Information will be provided in response to questions asked in person or by any other means. The most appropriate format, whether print or non-print based, will be used when responding to such requests. The source of information will be stated when providing information to users.
- 3) If an information enquiry cannot be dealt with at the time of asking the enquirer will receive a response within 5 working days.
- 4) All libraries, including mobile libraries, will be part of an information referral network which will provide structured access to wider resources.
- 5) Community information services, which assist individuals and groups with daily problems-solving and with participation in the democratic information material will be kept up-to-date and be subject to continuous revision.
- 6) All branch libraries will stock the relevant local newspapers and at least one national daily broadsheet newspaper and one national Sunday broadsheet newspaper. All large and medium libraries will stock at least one copy of the appropriate regional newspapers.
- 7) All large and medium sized libraries will stock a representative range journals and provide access to materials not held.

Let us know some of the new services which have already implemented in the libraries of the developed countries and are being implemented in the developing countries.

#### 1) Newspaper Clipping Service

This is more or less a Current Awareness of Information, of course done manually, since it could not be mechanised. In this service the officers at top level, scientists, research scholars are informed of the latest developments on the basis of press clippings, after scanning different newspapers. This is a general service.

#### 2) Current Awareness Service

In this service, the scientists and research scholars, advanced level teachers are informed of the current developments in their respective field of study or research. For this purpose material is scanned from research journals, conference papers, project reports, monographs, policy documents, patents, standards and so on.

a) **Current Contents**

This is a part of current awareness services, and the content pages of research journals, are extracted and sent to the research scholars and scientists, in the form of weekly or fortnightly bulletin, depending on the quantity of materials available and need of the users.

b) **Selective Dissemination of Information Service (SDI)**

This is an automated system of information retrieval utilising a computer for disseminating information to the users. An interest profile depicting and defining the area of interest is compiled for each user; it consists of terms which are likely to appear in relevant documents. Here all the profiles of the users are stored on magnetic tapes for computer processing. SDI is highly selective and personalised service generated with the application computers. Matching document database file, user profile file, matching programme, notification, feedback and modification are important components of the system. The recent technologies like online technology and CD-ROM technologies have greater impact on the modes of production of SDI. The SDI can also be operated manually on small scale, when the documents and the users are limited in number.

3) **Indexing Service**

It is a service meant for research scholars. It is an access tool providing references to current and retrospective literature, coming in the form of book, journal articles, reports, theses, conference papers etc. This will be released in a form of documentation list or kept in the form of cards, arranged in alphabetical sequence.

4) **Abstracting Service**

This is preparation of abstracts for a specific subject, which is needed by the user. Abstracts are prepared and supplied regularly to subscribers. It is being done in respect of current and even retrospective literature.

5) **Bibliographic Compilations**

This a service rendered by all types of libraries. At the request of the users, the library staff will compile bibliographies on topical subject areas, and at times they may also compile to highlight recent literature or on the eve of seminars, workshops and such other occasions.

#### 6) Literature Search Service

It is a "systematic and exhaustive search for published material on a specific subject" for the use of the research scholar. For this purpose, the libraries should be equipped with appropriate bibliographies, indexes, volumes of abstracts, information files, etc.

#### 7) Document Delivery Service

This is just delivering the required document to the user, in a form of photo copy or in microform.

#### 8) Translation Service

Translation is the art of turning a document from one language into another language. Translation service is to arrange the translation of a document in anticipation of the demand of the user.

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### 13.7 LIBRARY SERVICE AND PUBLIC RELATIONS

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It is true that a good public library service, requires effective public relations, which every member of the library should achieve the objectives of the library. The staff should render service relating to dissemination of information regarding operations not readily discernible by the public; and the dissemination of information regarding materials services and activities available to the public. For achieving this objective every library should have a well planned and liberally funded public relation programme. This programme should be developed involving the local community leaders, friends of the library and other community libraries and other voluntary social organisations.

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### 13.8 LET US SUM UP

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The purpose of public library is to act as a living force for education, culture and information and to stabilize the three Rs, that is, to say recreation, reference and research. All the services of the public library should strive in this direction. The libraries should free themselves from regimentation and see that the message of public libraries should reach one and all.

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### 13.9 ASSIGNMENT

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Explain the nature of services of a public library in achieving the goal of socio-economic betterment.

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## 13.10 REFERENCES AND RECOMMENDED BOOKS

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## 13.11 MODEL EXAMINATION QUESTIONS

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### I. ESSAY QUESTIONS

- 1) Explain the traditional library services available in public libraries.
- 2) What are advanced services rendered by a modern public library ?
- 3) Make a comparative study of public libraries, past and present in respect of services.

### II. SHORT NOTES

- a) Public Library Service for Children
- b) Mobile Library Service
- c) Public Relations in Libraries

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# UNIT - 14 : COMMUNITY INFORMATION SERVICES

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## Structure

14.0 Aims and Objectives

14.1 Introduction

14.2 The Concept of Community Information

14.3 Role of Public Libraries in CIS

14.3.1 Information and Referral

14.3.2 Public Policy Information

14.3.3 Local Information

14.4 CIS and NAPLIS of India

14.5 Pioneer attempts in India

14.6 CIS: A Step Towards Development Communication

14.7 Thrust Areas

14.8 Rural Community Resource Centres

14.9 Let Us Sum Up

14.10 Assignment

14.11 References and Recommended Books

14.12 Model Examination Questions

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## 14.0 AIMS AND OBJECTIVES

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Community Information Service (CIS) is an important area upon which public libraries in India are now evincing a lot of interest. This unit aims to introduce the concept of CIS and its importance in the public libraries.

After studying this unit, you will be in a position to

- explain the concept of Community Information Services
- discuss the role of public libraries in CISs
- describe the attempts made towards CISs in India
- explain the concept of Rural Community Resource Centres.

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## 14.1 INTRODUCTION

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A community in a developed or developing country needs information, a key ingredient for the well being of a society. In the developing countries, there are vast segments of population which are information poor. They are unable to take advantage of the social welfare programmes and participate in the development process due to ignorance and lack of reliable, up-to-date and complete information. Establishment of Community Information Service will be a major step towards effective and efficient dissemination of development communication to the masses, particularly in the rural areas.

In the changing times Community Information Service has become essential for a well-being of the society. This can be provided to an individual or a group, generally at their request. Alternatively, the library may voluntarily provide specialised information to specific groups such as youth, agricultural labour, small farmers, community workers, house wives and so on. So, the library can also play the role of a Referral Centre by directing the reader to the appropriate source of information. Ultimately the readers will be served to the best of their satisfaction. Thus, public library will act as nodal point for Community Information.

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## 14.2 THE CONCEPT OF COMMUNITY INFORMATION

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The expression 'Community Information' (CI) was first used in the USA to describe the services introduced as a follow up action to the Khan Report on British Citizens Advice Bureau in 1960s. As part of the American War on Poverty Programme, a number of libraries introduced information and referral services with the following two major aims:

- 1) to link the client with a problem to the appropriate agency that could answer his or her need; and
- 2) to supply the service providers with feedback from users.

The term CI was coined to describe the above service as these were neighbourhood based and serving as signposts to charities and services available within the welfare system.

The Library Association (London) defines Community Information Services (CIS) as "services which assist individuals and groups with daily problem-solving and with participation in the democratic process. The services concentrate on the needs of those who do not have ready access to other sources of assistance and on the most important problems that people have to face, problems to do with their homes, their jobs and their rights".

According to Alan Bunch, Community Information has two common aspects:

- 1) Providing information in the community to help people with daily problem solving or in raising the quality of their lives.
- 2) Concerned with a specific clientele, namely, those who belong to the lower socio-economic groups or disadvantaged through inability to obtain, understand, or act on information that affects their lives.

J.C. Donohue, one of the earliest creators of CIS, stated that the following two types of information should be provided by CIS:

- 1) Survival information such as that related to health, housing, income, legal protection, economic opportunities, political rights, etc. (Information and Referral).
- 2) Citizen action information, needed for effective participation as individuals or as members of a group in the social, political, legal and economic process (Public Policy Information).

John Durrance feels that if we add a third type of information, namely, Local Information, to the above two, then we can have a comprehensive definition of CIS. Local Information is such information as appropriate and useful to the community, including a calendar of local events, courses and other educational opportunities, and basic information concerning government agencies, local organisations, fraternal groups and clubs.

For the sake of convenience, we may consider CI as a broad term which includes the following three services: 1) Information and Referral, 2) Provision of Public Policy Information, and 3) Provision of Local Information.

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## **14.3 ROLE OF PUBLIC LIBRARIES IN COMMUNITY INFORMATION SERVICES**

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Public libraries, both urban and rural, have a crucial role to play in the provision of Community Information Services.

### **14.3.1 Information and Referral**

Information and Referral, a concept which was borrowed by libraries from the social service delivery system, includes:

- file preparation and maintenance
- identifying the problem
- simple and complex information giving, and
- advice, steering, referral, escort, follow-up, practical help, counselling, advocacy and feedback.

In a developing country such as India characterised by low literacy, poor purchasing power and conservatism, it is not enough if information on services outside the library is provided. A large number of people require assistance in choosing the course of action from the available alternatives, that is advisory services. To begin with, information and referral services may be introduced for specific target groups such as rural, disadvantaged, elderly, adult learners, etc.

### **14.3.2 Provision of Public Policy Information**

Public Policy Information tries to help the public to solve community problems, to improve communication among the local groups to tackle various policy issues in a more understandable and effective manner. Its target group includes planning bodies, municipalities, government departments and local leaders/community groups. It can cover any area of public policy such as environment, land use, transport, crimes, health, etc. For providing public policy information services, the librarians would have to collect government documents such as policy statements, official orders, legislative debates, court records and legislative propositions relating to public issues.

### **14.3.3 Provision of Local Information**

Public libraries can develop CI files. These can pertain to information about voluntary service bodies, social organisations, educational courses, employment opportunities, calendar of local cultural events, etc. Such files should include details like names and addresses of contact persons, phone numbers, etc.

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## 14.4 COMMUNITY INFORMATION SERVICE AND NAPLIS IN INDIA

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In October 1985, the Government of India appointed a Committee under the Chairmanship of Prof. D. P. Chattopadhyaya to prepare a draft of National Policy on Library and Information System (NAPLIS). The draft of NAPLIS, submitted to the Government of India in May 1986, has strongly emphasised the need for provision of information services to citizens. It included the following under the heading "Objective of National Policy":

"Library and Information sources are vital for all sectors of national activity. The availability of information, expeditiously and pinpointedly, supports all decision-making processes at all levels. Relevant information accelerates the pace of national development. An informed citizen is an asset to a democratic system of government and the proper utilisation of information can improve the quality of citizens..."

Further, it stated that the following should be one of the main aims of the national library and information policy.

"To foster, promote and sustain, by all appropriate means, the organisation, availability and use of information in all sectors of national activity."

It is heartening to note that Prof. Chattopadhyaya Committee stated that the main thrust in the area of public library system should go to the rural public library. It said:

"A village or a village cluster with an adequate population should have a community library which will also serve as an information centre. Resources of different agencies engaged in the work of public health, adult education, local self-government and such others may be pooled to build up the composite centre."

In March 1986, the Government of India appointed another committee called Empowered Committee under the Chairmanship of Prof. D. P. Chattopadhyaya to suggest what recommendations of NAPLIS report should be adopted. The Empowered Committee in its report submitted in March 1988 underlined the importance of community library and information centre. It said:

"NAPLIS has recommended that the main thrust should go to the rural public library which should be developed like a community library and information centre. It will serve all sections of the community — the adult and the children, the literate and the illiterate through reading materials and audio-visual packages. Such a rural library or community centre library should be developed by pooling the resources of different Central Government and State Government agencies engaged in rural

developmental activities. The Empowered Committee feels that this kind of rural library service should be made available in each village under the Minimum Needs Programme by 2000 AD."

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## **14.5 PIONEER ATTEMPTS IN INDIA**

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During the pre-Independence period (before 1947 A.D.) the public libraries in the Andhra region of India were rendering services what are now being referred to as CISs in a traditional way manually. The public library movement in this region was not just limited to the establishment of libraries and providing reading and lending facilities. In fact, public libraries became focal and rallying points for many a social movement of that period such as struggle for independence, social reforms movement, upliftment of the downtrodden such as scheduled castes, weaker sections, women's liberation movement, rural reconstruction movement, adult education movement, etc. They became centres for all social and cultural activities of the village and also catered to all the information requirements of rural folk. The public libraries maintained symbiotic relationships with most of these social movements. Apart from imparting knowledge and education, public libraries strived hard to offer, through library service, solutions to various socio-economic problems of the people in those times. This had been the distinctive feature of public library movement in the Andhra region.

Public libraries evolved as centres of social change and became an integral part of society playing a variety of roles such as a school, people's university, adult education centre, cooperative society, women and child welfare centre, gram panchayat, etc. Through dedicated and inspired leadership and enthusiastic workers, public library movement eminently succeeded in offering CISs to the masses. These services satisfied the information needs of the people and raised their awareness level. As a result, the people were able to solve their problems — both social and individual.

The CISs also helped in the development process and optimum utilisation of human and material resources. For example, librarians provided to the people useful information relating to the land survey and revenue, animal husbandry, agriculture, etc., thereby convincing them about the utility of public libraries. Apart from public libraries in Andhra region, those located in other states such as Tamil Nadu, Kerala, West Bengal, Karnataka and Gujarat offered some sort of CISs during the pre-Independence period.

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## **14.6 CIS - A STEP TOWARDS DEVELOPMENT COMMUNICATION**

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A national network of CISs needs to be developed in India for the dissemination of general and development-oriented information to the masses. Information plays a pivotal role in the development of a country. We have to ensure that proper communication channels are made available for efficient distribution of information.

In a developing country like India with low literacy rate, multi-lingualism, poor communication facilities and conservatism, it is a gigantic task to disseminate information. If we have to enlist people's

participation in nation building, then we have to provide them with the latest and comprehensive information about various development programmes. Electronic media such as TV and radio, which have greater impact on illiterates and are more appealing, can be effectively used for dissemination of CI.

Although India has made much progress in terms of media expansion - both print and electronic - information is not percolating to the rural masses. The present public library infrastructure could be utilised for offering CISs. A part of the public library staff could be given specialised training in the collection, storage and dissemination of CI.

CIS can be introduced in the Indian public libraries in a phased manner. In the first phase, all the State Central Libraries, City Central Libraries and District Central Libraries in various States and Union Territories could be covered. In the second phase, all the sub-divisional /taluk /tehsil libraries and block or town libraries may be included. The major goal of this plan should be to ensure that by the end of this century all state central libraries, city central libraries, district central libraries, sub-divisional/ taluk/tehsil libraries and block or town libraries offer CIS to their clientele.

The collection and compilation of CI, its storage and dissemination is a highly specialised task. In this process, the expert advice of librarians, communication scholars and administrative personnel has to be obtained. A survey on the information needs of the target group should be done on scientific lines. In the collection and management of CI, the assistance and support of various government, non-government and voluntary organisations need to be obtained. Vigorous efforts should be made to ensure that CISs reach not only the traditional regular users of public libraries but also the partial users and non-users. Adequate and reliable mechanism may be included to ensure feedback from the target group so as to know about the lacunae in CIS and for taking necessary corrective steps.

In developing countries, such as India, in rural areas the villager should form the focus of the whole CI programme. The existing social organisations/agencies/government departments such as post offices, marketing societies, public health centres, schools, etc should be involved in the CI programme. Also, the government employees engaged in administration and development programmes such as village development officers, village assistants, etc., should be motivated to participate in the CI programme so as to ensure its success.

The motto of the CI programme should be not only to satisfy the expressed information needs of the rural masses but also to anticipate their future needs. Collection, maintenance and dissemination of CI is a gigantic task. In this, the application of advanced information technology and communication equipment would enable us to operate CISs effectively and efficiently.

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## **14.7 THRUST AREAS FOR CIS**

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CIS may concentrate their services on a few thrust areas in the initial stages. Some of the suggested areas are:

- health (immunization, hospitals, specialists, admission procedures, first aid, grandma's remedies).
- education (courses, colleges, teachers, admission procedures, etc.)
- employment (both local and out-station, including self-employment)
- agriculture (new farming methods, seeds, insecticides, fertilisers, etc.)
- village industries (assistance for setting up, financial sources, technical know-how)
- utilisation of local resources (human and material)
- transport (bus, rail, etc.)
- daily necessities (stores supplying provisions and food grains at reasonable rates)
- sources of finance (banks, government subsidies, etc.)
- redressable of grievances of villagers (contact points, government agencies/departments)
- government welfare schemes (rural development, weaker sections, etc.)
- consumer services
- housing
- Government support and subsidies
- old age facilities etc.

The provision of CISs should be made a mandatory function of public libraries. Also, this should be included, in explicit terms, in the proposed Indian National Policy on Library and Information System. Steps should be taken for the training of adequate number of staff required for offering CISs. The Central Sectional Committee on Public Libraries of the Indian Library Association may prepare a draft plan of the National Community Information Programme. Pressure should be brought on the Government of India to launch a National Community Information Mission on the lines of other National Missions, such as those on literacy, immunisation, drinking water, oil-seeds and telecommunications.

There is an urgent and imperative need to provide CISs through public libraries, both in the urban and rural areas of the Third World countries. This would not only revolutionise and vitalise our public libraries but also extend their services to large sections of hitherto unserved population. CISs, if

established in public libraries, will enable us to make all sections of people educated, enlightened and informed about various social issues and problems and to equip them for participation in nation-building. They will provide reliable information to people in time so that society as a whole could function in an orderly and systematic manner. In addition, they would enable us to provide information to the people at large, without any discrimination, in accordance with the concept of the Universal Availability of Information (UAI).

## **14.8 RURAL COMMUNITY RESOURCE CENTRES (RCRC)**

In developing countries, the concept of CIS has widened its scope with Rural Community Resource Centres (RCRCs) in which "everyone of the community is to contribute to and benefit from development, then everyone must have access to relevant information, pertinent knowledge and access to skills for appropriate technology and an opportunity of learning of such kind". In fact, the CIS is a section or a type of service rendered by a public library, whereas the RCRC is more or less a community library, like *Jan Shikshan Nilayams* started in the post-literacy programme, or *Telugu Samachara Vignana Kendras* started by the Government of Andhra Pradesh in place of Branch Libraries.

### **Objectives of RCRC**

The objectives of RCRC are

- 1) to provide development resource materials to those who are engaged in various development, social and political activities in rural areas;
- 2) to minimize the duplication of development efforts through information services in rural areas;
- 3) to raise awareness of rural people on issues such as social and economic development, history, politics, women's emancipation, human rights, disarmament, illiteracy, peace, consumers' movement, ecology, environment, family planning, health and medicine, poverty, etc.;
- 4) to compile document and analyse theories and practices which exist about development and social change to identify the problems and constraints so that strategy for change can be formulated, specially in rural areas;
- 5) to campaign and lobby on different important issues which have direct or indirect impact on the lives of the people;
- 6) to organise rural people to use resource material; and
- 7) to provide audio-visual services to the illiterate rural people for motivational purpose.

The developing countries in Africa, Bangladesh, Pakistan, etc., are actively organising these centres. These centres include library facilities, study circle to discuss the common problems, and on new books, etc.; a place to collect information on local issues, health, sanitation, environment, education etc.; a centre for discussion, environment, education etc.; and a centre for discussion, seminar and workshops including displays and exhibition. In these countries the RCRCs are working as public libraries of UK and USA. Thus, libraries or RCRCs are providing information to the users and building an information environment in the developing society.

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## 14.9 LET US SUM UP

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Though the CIS is being rendered in the public libraries for over years in a traditional and manual method, the term CIS is of a recent origin, which is expected to be equipped with computer facilities. Gradually, the CISs have been emerging as a focal point of the public library system in the changing society. The library profession also recognised it as an integral part of public libraries. Thus, we can admit CIS as an innovative ability of the profession.

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## 14.10 ASSIGNMENT

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- 1) Narrate the role of Community Information Centre in a developing society like India.
- 2) Trace the origin of Telugu Vignana Samachara Kendras (TVSKs). Examine the difference between the Branch Libraries and TVSKs.

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## 14.11 REFERENCES AND RECOMMENDED BOOKS

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## **14.12 MODEL EXAMINATION QUESTIONS**

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### **I. ESSAY QUESTIONS**

- 1) Explain the need for Community Information Services.
- 2) Narrate the differences and similarities between CIS and RCRC.
- 3) Explain the role of the professionals in the successful implementation of CIS.

### **II. SHORT NOTES**

- a) Public Policy Information
- b) Development Communication
- c) Local Information

BRAOU

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# UNIT - 15 : PUBLIC LIBRARY AUTOMATION

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## Structure

### 15.0 Aims and Objectives

### 15.1 Introduction

### 15.2 Why Automation for Public Libraries ?

#### 15.2.1 Need and Purpose

#### 15.2.2 Coverage of Libraries

#### 15.2.3 Areas of Automation

### 15.3 Software Modules and their Functions

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### 15.4 Selection of Software & Hardware

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### 15.6 Let Us Sum Up

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15.9 Assignment

15.10 Recommended Books

15.11 Model Examination Questions

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## 15.0 AIMS AND OBJECTIVES

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Public library automation is a relatively new and important area in the development of a public library system and networking. The present unit introduces you to the public library automation.

After going through this unit you will be able

- to explain the need for public library automation
- to identify areas of automation in a public library
- to work out the phases through which public library automation can be implemented.

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## 15.1 INTRODUCTION

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Computer applications to public libraries in the developed countries is almost half a century old. The situation in India is different. Here automation was introduced in the scientific and technical libraries in the 1980s. UGC has realised the importance of library automation and hence launched INFLIBNET (Information and Library Network), under which university libraries and a few research libraries are being equipped with hardware and software necessary for linkage with the Network.

Libraries within the organisations are covered under LANS (Local Area Networks). Scientific and technical libraries and other special libraries in metropolitan areas are connected to MANS (Metropolitan Area Networks) like DELNET for Delhi and CALIBNET for Calcutta. NISSAT (National Information Systems for Science and Technology) is assisting to develop more such networks in other metropolitan cities like Mumbai/Bombay (BONET), Pune (PUNENET), Chennai/Madras (MALIBNET) and Hyderabad (HYLIBNET). None of the above networks include public libraries in their purview.

Thus, automation has not been thought of for public libraries, as yet. On the other hand public libraries have been computerised in the USA. So is the case in other developed countries. As for

the developing countries, Mexico has made headway in the matter of public library automation. It has a Network of Public libraries connected to a National Automated Cataloging Center for the purpose of nation-wide bibliographic database.

Public libraries are powerful agencies for public information or instruction. Whether it is IFLA'S programme of Universal Availability of Publications or UNESCO'S Programme on spread of literacy, it is public libraries that are in the fore-front. Therefore, it is high time that information technology is to be introduced in these institutions of public importance.

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## **15.2 PUBLIC LIBRARY AUTOMATION**

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As seen from the preceding section, there has been increasing interest in computerising the library operations and services in our country, which also includes public libraries. In this section we shall discuss about the need, purpose and areas of public library automation.

### **15.2.1 Need and Purpose**

Public libraries are being used increasingly not only by the general public, but by the students, teachers, professionals and, in nutshell persons from every walk of life. Increase in public library usage is forcing managements of public libraries to improve their services. While INFLIBNET covers academic libraries and the special and research libraries are hooked on to various networks, Public libraries in India are lagging behind in the matter of library automation. It may be observed that in terms of library usage, public libraries excel other types of libraries. But Public library users are finding it difficult to locate books or periodical articles or to retrieve any kind of information because of the conventional procedures followed in public libraries. Advent of micro-computers has helped the gradual decrease in the market prices of the computer hardware, increase in the computer literacy among the educated.

### **15.2.2 Coverage of Libraries**

Having realised the importance of automation for public libraries let us identify the grades of public libraries to be automated. Public libraries, namely Government (Central or the State Governments), the local authorities (i.e., local library authorities or district library authorities/Zilla Grandhalaya Samstha and the voluntary non-Government agencies). The National Library (at Calcutta) is managed by the Government of India. The State Central Libraries are working under the management of the concerned State government. The district central libraries and branch libraries are managed by the State governments in certain states and by the local library authorities in other states, depending on the nature of the library legislation adopted by the state legislature.

In Andhra Pradesh there are eight regional libraries apart from the state central library, which are managed by the State Government. The district central libraries and the branch libraries in Andhra Pradesh are managed by the Zilla Grandhalaya Samsthas. District library authorities, in order to link these libraries into a nationwide library network, should automate all these libraries in a phased manner.

### **15.2.3 Areas of Library Automation**

It may be mentioned that almost all major House Keeping functions in the Public libraries can be automated. But these areas ought to be covered in order of priority depending on the urgency and importance. For instance, cataloguing may be considered as an area in which automation is felt urgent, because it helps users locate books easily. It also solves the problem of manual searching for the books in the branch libraries where book form catalogues are used. At the same time it helps the management of the public libraries in collection development and exchange of items under Inter Library loan. The following areas are listed for automation in order of priority for public libraries:

Cataloguing - Production of OPAC and Book form catalogues

Circulation - Check-in and Check-out

Acquisition - Book selection, ordering, etc.

Inventory Control.

SDI

Inter Library Loan

Information Services

Apart from the above functions which are of mainly house keeping in nature, remote search and electronic mail may also be introduced.

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## **15.3 SOFTWARE MODULES AND THEIR FUNCTIONS**

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Public libraries may adopt integrated automated library system or stand alone (single-function) system. In the former case each of the above areas are covered by a separate module and each module is capable to interface with the other module in the system for exchange of data. Such an interface is not possible in the stand alone system. Separate data files have to be maintained for each module and the functions of each module in an automated system are described below.

### 15.3.1 Cataloguing modules

Create subject, title and author catalogues, including OPAC (Online Public Access Catalogue) and book form catalogue and their production display menu automatically as required. Allow access to information through search keys - author, title or part of the title, subject headings, call number, accession number or any keyword in the title as search key.

### 15.3.2 Circulation modules

The following functions are required in the automated circulation modules:

#### (a) Check out

Identify book or the borrower by keying entry or scanning the bar code.

Display status of the book or borrower showing eligibility of the borrower to borrow required number of books.

Print due date slip when loan is in order.

#### (b) Check in

Cancel loan entry through key board / scanning the bar code

Check over dues against a borrower. Generate notices in respect of over-dues

Produce list of books over due against a borrower

Reserve the books in demand

#### (c) Collection of deposits

Compute amount of deposit for each borrower according to the library policy.

Maintain and display names of the borrowers enrolled.

### **15.3.3 Acquisition modules**

Maintain order file, vendor file and budget file. Provide access through purchase order number, vendor ID, subject code and firm code.

Generate claims for books not supplied.

Print cancellation letters for the orders cancelled.

### **15.3.4 Inventory Control modules**

Scan bar codes of books on shelves or accept accession numbers through key board.

Produce list of books not scanned or not keyed.

### **15.3.5 SDI (Selective Dissemination of Information)**

Maintain patron (Member) profile.

Maintain profile of books requested by patrons.

Generate notices to patrons whenever books requested by them are added to the Library.

### **15.3.6 ILL (Inter library loan)**

Send Inter Library Loan requests or receive requests through e-mail.

Have interface with the bibliographic record of the system within and other systems in the network through modem.

### **15.3.7 General Capabilities**

- 1) All modules should be menu driven.
- 2) Help screens should be provided in all modules.
- 3) Each module should generate statistical reports.
- 4) The system should accept entries, display information or print information in Roman as well as specific Indian scripts.

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## **15.4 SELECTION OF SOFTWARE AND HARDWARE**

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Selection of software and hardware is an essential pre-requisite for public library automation.

### **15.4.1 Software**

Several software packages are available in the market such as LIBSYS, LIBRIS etc. But the problem faced by the public libraries is that the pre-written softwares available in the market are designed keeping in view the requirements of the special libraries or the academic libraries. But public libraries follow different norms in the matter of book selection, acquisition, budget allocation or the circulation policy. Hence, the structure of the files to be maintained in various modules also differs. This requires in-house development of the software or customising it, if purchased in the market. Again, developing the software in-house is time-consuming and needs qualified programmers. Public libraries can train their staff members in using CDS/ISIS for developing software interface with PASCAL programmes.

Integrated systems are preferable compared to single-functioned systems because it requires creation of bibliographic database only once and the same database is used in all modules. Small Public libraries developing single function software may go step by step in the process of library automation and integrate all functions at a later stage. Public libraries installing turnkey system may order an integrated system.

### **15.4.2 Hardware**

A Personal Computer will be adequate for automating all the functions of a public library of moderate size. The number of terminals required depends on the size of the library and strength of qualified staff. A public library workstation requires the following hardware items:

- Personal Computer (Pentium)
- Printer
- Telecommunication lines
- Modem

The last two items, namely telephone and modem are required to link the library to a network for remote search.

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## **15.5 PROBLEMS IN PUBLIC LIBRARY AUTOMATION**

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Problems peculiar to public libraries in the process of library automation are described below.

### **15.5.1 Re-Conversion of Database**

Public libraries have their bibliographic database in the form of card catalogue. Many libraries are still maintaining book form catalogues. Each record has to be reconverted into machine readable form before the system goes online. In Mexico the National Cataloging Center maintains National Union Catalogue in spite of the fact there is shortage of qualified librarians in that country. Public libraries in India may follow this as an example. They may engage jobbers or train their own staff members to do it.

### **15.5.2 Language Software**

It may be noted that almost 80 per cent of books and majority of the periodicals in public libraries in Andhra Pradesh are of Non-English material. Creation of database in languages other than English requires use of GIST cards which are available in the markets. A GIST card interface allow transliteration from Roman to Indian scripts.

### **15.5.3 Bibliographic Standards**

The question of adoption of bibliographic standards arises when data is down loaded or uploaded in a bibliographic network. NICNET is already working. INFLIBNET has just come up. Several metropolitan cities have established their Metropolitan Networks such as DELNET (Delhi), CALIBNET (Calcutta). HYLIBNET is due at Hyderabad. Public libraries have to seek access to the databases stored in the central computers/servers of these networks. Apart from this State level network, a Public Library Network need to be developed at the national level.

In order to facilitate exchange of bibliographic information from among library/information networks it is necessary to standardise bibliographic format of the database. CALIBNET has adopted UNIMARC format for its database. This format is developed by IFLA at international level. In absence of any standard bibliographic format of our own in India we can depend on US MARC or CCF format for automating public libraries.

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## **15.6 LET US SUM UP**

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Public libraries being institutions of public information, introduction of information technology will improve their efficiency and effectiveness. Almost all house-keeping functions right from acquisition to inter library loan can be computerised. Public libraries may go for the pre-written software for the purpose of computerisation but the software has to be customised. CDS/ISIS software will be economical. In-house development of software requires qualified programmers and it is a time-consuming process. Big libraries with adequate finances can go for computerisation on turn-key basis. But small public libraries have to automate their system step by step by developing single function software.

As for the hardware a microcomputer, a printer, tele-communication lines and a modem are required for a public library workstation to automate all its library processes and to link up with the other libraries.

Reconversion of the database into machine readable form, creation of bibliographic database in vernacular languages and adoption of bibliographic standards for exchange of bibliographic information - are the issues to be tackled by public libraries before undertaking automation of their libraries.

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## 15.8 GLOSSARY

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**Database:** A collection of interrelated machine readable records.

**Hardware:** Physical Components of a Computer and peripherals.

**MARC :** Machine Readable Cataloging, a standard format developed by the Library of Congress, USA for uniform cataloguing.

**Network :** Various Computer Systems connected through communication lines.

- OPAC** : Online Public Access Catalogue. Library catalogue stored in a computer and accessible to users/public through a terminal.
- Package** : Commercially written menu-driven software for customers in a library system.
- Software**: A set of programmes to operate a computer system.
- Turnkey System** : A computerised library system installed by a vendor including its hardware and software.

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## 15.9 ASSIGNMENT

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- 1) Prepare a list of hardware items necessary for the work-station of a small public library.
- 2) Prepare a list of firms supplying hardware for automating the libraries.
- 3) Name a few library softwares and names of the firms supplying them.

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## 15.9 RECOMMENDED BOOKS

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DORGMAN, Christine L. *Effective online searching: a basic guide*. New York: Marcel Dekker, 1984.

LOVACY, Ian. *Automating Library Procedures: a survivor's hand book*. London: Library Association, 1984.

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## 15.9 MODEL EXAMINATION QUESTIONS

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### I. ESSAY QUESTIONS

- 1) What are the major areas of automation in Public Libraries? Describe them in order of priority.
- 2) Describe the functions of the various modules in an automated library system of a public library.

- 3) What are the components of a workstation of a public library for remote search?
- 4) Describe features of OPAC in an automated public library.
- 5) Compare the advantages of an integrated system with single function software in an automated library system.
- 6) List out the problems in automating public libraries ?

## II SHORT NOTES

- a) Computer Hardware
- b) Software for Libraries
- c) Turnkey system

BRAOU

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# UNIT - 16 : PUBLIC LIBRARY NETWORKS AND RESOURCE SHARING

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## Structure

16.0 Aims and Objectives

16.1 Introduction

16.2 What is a Network ?

16.2.1 Why networking for public libraries ?

16.2.2 Feasibility

16.2.3 Library Networks - Some Examples

16.4 Network Applications

16.4.1 Communication and Information Services

16.4.2 Shared Cataloguing

16.4.3 Online Search

16.4.4 Collection Development

16.4.5 Inter-Library Loan

16.5 Networking - Requirements, Impediments and Implementation

16.5.1 Requirements

16.5.2 Impediments

16.5.3 Implementation

16.6 Let Us Sum Up

16.7 References

16.8 Glossary

16.9 Assignment

16.10 Model Examination Questions

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## 16.0 AIMS AND OBJECTIVES

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This unit aims to introduce you to the basic concepts of public library networks and through which how resource sharing can be done.

After studying this unit, you will be able to

- acquaint with the need for networking of public libraries
- describe network applications to public libraries; and
- explain the ways and means to launch public library networks.

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### 16.1 INTRODUCTION

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No library's collection is exhaustive, however large it may be. Resource sharing is therefore necessary to cater to the needs of the clientele. Public libraries whose purchase power is decreasing and their service goals increasing, it is all the more necessary for them to attempt resource sharing. Networking comes to the rescue of these public libraries.

Library networks are the natural outgrowths of library automation. While computerisation places the database of a particular library at the immediate disposal of the user, Network service places the databases of other libraries also at his immediate disposal.

National Information System for Science and Technology (NISSAT) has launched various networks interlinking science and technology libraries. INFLIBNET was launched to link the university libraries and major research libraries of national importance. Public libraries have no such patron. Creation of public library networks seems to be a far cry in the existing conditions. Yet, if the managements of the public libraries pool their finances for this purpose funding will be no problem for launching public library networks. In Andhra Pradesh, Tamilnadu, Karnataka, West Bengal or Kerala where public libraries are managed by Zilla Grandhalaya Samsthas or Local Library Authorities, as the case may be, public library networks can be set up in this way.

We shall discuss in this chapter the meaning of a Network and its significance to public libraries, a brief description of a few international and national library networks, possibility of linkage of public libraries in India with these networks, feasibility of launching state-wide or nation-wide public library networks and the network applications to public libraries.

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## 16.2 WHAT IS A NETWORK ?

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The word 'Network' means a group of individuals or organisations interconnected with one another for the purpose of resource sharing. In modern technology the term applied to computer systems interconnected through telecommunication lines for sharing their resources. In the library world a Network means a group of library and information systems interconnected with communication facilities under formal agreement for information exchange or resource sharing. A network organisation provides administrative structure and links groups of libraries with the host computer located at the headquarters of a network organisation.

### 16.2.1 Why Networking for Public Libraries ?

It is observed that public libraries are facing financial crunch. Resource sharing is necessary for them to conserve their financial resources. Introduction of modern technology to libraries and information centres has provided them an opportunity to form a library network for this purpose. Networks of academic and special libraries have come up in the country. Public libraries cannot remain isolated from the invasion of information technology. They have to join the mainstream of information flow. Networking will integrate them with the worldwide grid of libraries and information centres.

The recommendation of the professional bodies will be of interest in this context. The National Education Policy, 1986 recommended establishment of academic library networks for sharing of information and library resources and for promotion of interaction between researchers and academics. American Library Association (ALA) went one step further and demanded that every library (which includes public library too) should have access to information networks, so as to "identify, locate and make available all forms of materials and services and to provide efficient and dependable information delivery services to the ultimate seeker of information".

### 16.2.2 Feasibility of Public Library Networking

The question now arises whether launching of public library networks is feasible. In the U.S.A. federal grants sanctioned under Library Services and Construction Act (LSCA) were utilised for computerisation of libraries and also for creation of Bibliographic Networks. No such grants are sanctioned by the Governments in India. The Raja Rammohun Roy Library Foundation (RRLF), Calcutta has not identified computerisation for sanction of grants to public libraries.

Computerisation of State Central Library and District Central Libraries has to precede public library networking. Computerisation of the former, i.e., the State Central Libraries depends on the state governments and that of the latter, i.e., the District Central Libraries or the District Library Authorities whose financial capabilities vary from district to district. Computerisation of all the District Central libraries is possible if cooperative effort is made to share the expenditure on hardware and software. The scheme has to be monitored by a central agency, say the Director of Public Libraries. The next step would be to set up a host computer at the State Central Library and create a Union Database, i.e. Catalogue of

books and statewide Bibliographic and Borrowers' records. The expenditure on this project may be shared by the District and City Library Authorities, in the absence of State or Central Government assistance.

Nationwide public library networks can be created covering the databases available in public libraries in the country. Common Communication format and Common bibliographic format on the lines of MARC format have to be developed for the purpose of exchange of bibliographic information among libraries. Access can be had to international databases like DIALOG, BRS, etc. through GPSS or VSNL.

Thus if the managements of public libraries join together the dream of Public Library Network will become a reality.

### **16.2.3 Library and Information Networks - Some Examples**

It is relevant in this context to describe a few networks working at international and national levels so as to assess potential network services available to public libraries in India.

#### **A) International Networks**

i) **Online Computer Library Centre (OCLC)** was started in 1967 as Ohio College Library Center in the USA for the purpose of production of cataloguing cards. The OCLC maintained MARC records and supplied catalogue cards for the items possessed by the subscribing libraries. In 1971 OCLC went online. Subscribing libraries could search Union catalogue of the OCLC through their computer terminals and produce catalogue cards for the items matching MARC records. In 1973 membership of the OCLC was extended and now, it is an international library network. It now connects several regional library networks covering 50 states in the U.S.A. and Canada. Over 2500 member libraries, including public libraries use this network through their computer terminals for the purpose of shared cataloguing and retrieval of bibliographic information.

ii) **Washington Library Network (WLN):** It was developed by the Washington State Library as online bibliographic system in 1977. This network is used by academic as well as public libraries for the purpose of shared cataloguing and searching bibliographic databases.

iii) **The University of Toronto Library Automated System (UTLAS)** is a regional network in Canada. It provides facility of shared cataloguing and database search to the subscribing libraries.

iv) **British Library Automated Information System (BLAISE)** was started in the UK in 1977. The network has BNB file on its database from 1950 and MARC records since 1968. It provides facility for house keeping functions and database search for its member libraries.

#### **Online Service Vendors :**

DIALOG another US-based international bibliographic as well as non-bibliographic network was developed by Lockheed Corporation. Similarly, ORBIT was developed by Systems Development Corporation (SDC). Their service was limited to online search of Government database and the access

was restricted to Government libraries. In 1968 their access was extended to non-government libraries too. These networks have variety of databases covering all fields of knowledge for online search and retrieval with access open to any library hooked to a network in the world, on payment of prescribed charges.

**EASYNET :** It is one of the middleman type of networks providing connectivity to as many as twelve database search and retrieval services such as DIALOG, BRS, etc. EASYNET is available to subscribers at Hyderabad at concessional communication tariff.

**INTERNET :** It is a consortium of networks or a network of networks connecting local area networks (LANs), metropolitan area networks (MANs) and wide area networks (WANs) of all organisations all over the world. Public libraries have the opportunity of having access to any database in the world through INTERNET.

## **B) National Networks in India**

### **a) Communication Networks**

- i) **NICNET:** This network has been launched by NIC under the Department of Electronics, Government of India. It is essentially a Government Information network. The network connects computer centres of all district headquarters with the host computer located at Delhi. It is a mainframe CYBER 170/730. The GISTNIC package of the NICNET is of immense use to the public libraries for rendering reference service.
- ii) **INDONET:** It is the first commercial computer based network started by Computer Maintenance Corporation(CMC), Hyderabad with host computers located in several cities, i.e., Delhi, Calcutta, Bombay, Pune, Bangalore, Madras and Hyderabad. It is an integrated information management and data processing network. INDONET provides access to international databases.

### **b) National and City-based Networks**

- iii) **INFLIBNET:** Information and Library Network is a UGC programme to link academic and special libraries in a phased manner. Launched in 1991, it is a multiple function network, providing services of shared cataloguing, database search and retrieval, collection development, computer conference, e-mail, etc. Its centre is located in Gujarati University campus at Ahmedabad. Public libraries may have an agreement to have access to the database of the INFLIBNET for the use of students and teacher and also patrons of public libraries.
- iv) **CALIBNET:** It is a metropolitan area network set up by NISSAT and implemented by CMC, Calcutta and provides access to all types of libraries irrespective of subject orientation. It is a fulfilled library network offering services of database search and house-keeping functions of the subscribing libraries. It has developed its own software MAITRAYEE covering total library automation. It has adopted UNIMARC format for data transfer. Public libraries in Calcutta can try to have full support for automating their library functions.

- v) **DELNET:** This is also a metropolitan area network set up by NISSAT. It extends membership to any library of metropolitan area of Delhi with a minimum collection of 20,000 and minimum computer configuration required for connecting to a network. Member libraries have the facility of reconvertng their card catalogue into machine-readable form.

### C) Other Library Networks

Other library networks, namely BONET, PUNENET and MALIBNET are coming up in metropolitan cities of Bombay, Pune and Madras respectively with the assistance of NISSAT. The purpose of setting up these networks is similar to that of DELNET and CALIBNET. In addition to these, HYLIBNET is due for the libraries of Hyderabad metropolitan area. But these network organisations have kept public libraries outside their purview, partly because public libraries have no hardware configuration necessary to be hooked to the network and partly because the experts developing the network have not appreciated the potential utility of the network services by the public library users. The public libraries located in the metropolitan areas, like Hyderabad, may utilise network services for the purpose of resource sharing until State-wide and Nation-wide public library networks come up on the lines of OCLC in the USA and BLAISE in the UK.

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## 16.3 NETWORK APPLICATIONS

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Library networking applications may be broadly noted as follows:

### 16.3.1 Communication and Information Services

Networking will provide three broad types of communication and information services, namely, e-mail, connectivity to foreign databases and other support services of house-keeping nature.

- a) **E-MAIL:** Exchange of electronic mail message is the minimum service that a library network can do for its subscribers. Microcomputers can be used as terminals to send or receive electronic mail messages from any library connected to the network. Public libraries may avail network services for ILL services through electronic mail.
- b) **Connectivity to Foreign Databases:** There are three types of networks - i) those which provide e-mail service only, ii) those which provide connectivity to the foreign databases, and iii) those which provide connectivity as well as other network services of search, file transfer, collection development, etc. EASYNET and INTERNET provide connectivity to international databases.

### 16.3.2 Shared Cataloguing

A State-wide or Nation-wide public library network will allow subscribing libraries get computer produced catalogue cards or book form catalogues which will serve in turn as union catalogue for the public libraries in the district. The subscribing library will first search central database of the host computer in respect of items possessed by it and if the records are present catalogue cards or book form catalogue will be generated automatically. Adopting standard bibliographic format on the lines of CCF or MARC format will facilitate generate catalogues without modifications. As and when the central database of the host computer is updated, cumulative book form catalogues may be produced periodically. Subscribing libraries may avail this service for reconversion of their card catalogue into machine-readable form.

### 16.3.3 Online Search

The host computer of the Network is supposed to maintain union catalogue, central authority files, union list of serials and partial database of external sources. Subscribing libraries can search database stored in the central computer of the Network and retrieve information. The Network will provide online access to international databases such as DIALOG. Subscribing libraries can send queries or receive replies to queries from any remote library connected to the Network. Reference service in public libraries becomes easier, faster and more exhaustive in a Network. Online search is cost effective as subscription of costly reference tools and foreign journals is dispensed with. Infrequently used costly indexes and abstracting tools are more expensive than online search.

As for the national networks, NICNET offers GISTNIC service to the libraries connected to the Network. GISTNIC has, *inter alia*, The following modules which are of prime use to the clientele of the public libraries.

University Education Guide

Tourist Guide of India

Hotel Guide of India

Industrial Directory of India

Employment Guide

Country Profile

Census of India

### 16.3.4 Collection Development

Collection development is another network application to public libraries. It is estimated that rationalisation of periodicals acquired in the subscribing libraries of DELNET in the field of Physical

sciences, Medical sciences and Agricultural sciences, saved Rs.18.00 lakhs of foreign exchange in the last quarter of 1990. Public libraries can also rationalise acquisition of costly reference books through networking. Cooperative acquisition will certainly cut costs. The example of Midwest Center, Chicago later called Center for Research Libraries (CRL) will be of interest in this context. It is a group of 10 Midwestern Research Libraries which made collective effort to acquire, stock and lend books on cooperative basis. Public libraries can enter into such agreement with neighboring libraries, including scientific and technical libraries. Networking will help subscribing libraries consult union database catalogue. The record existing in the database of the Network will serve as the requisite record for purchase order. It helps select or eliminate items before placing order.

### **16.3.5 Inter-Library Loan (ILL)**

It is one of the major network applications. Standardization of bibliographic record format is essential to implement this scheme. Networks like OCLC, RLN, WLN, etc. could function successfully owing to the format adopted by all Network libraries. Maintenance of locational records is also necessary for this purpose. Subscribing libraries of OCLC for instance mounted not only fresh acquisitions but also previous records along with locational symbols. The OCLC database therefore served as a source for the purpose of ILL. It also served as State Inter Library Loan Communication Network.

It is interesting to note in this connection the procedure followed in the OCLC. The requester library identifies the bibliographic record and the names of the libraries holding these records. The number of libraries located should be at least five (later raised to twelve). Online ILL workform is requisitioned by keying a command over the terminal of the requester library. Bibliographic record of the OCLC is transferred automatically on the workform along with symbols of potential libraries identified for borrowing. The requester library completes the work form by keying its address. Another simple command sends message to the first identified library via central computer of the OCLC. If the library declines to lend the item, the request passes to the next library and so on until the positive response is received.

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## **16.5 NETWORKING - REQUIREMENTS, IMPEDIMENTS AND IMPLEMENTATION**

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Besides, the advantages of networks and networking as discussed in the previous sections there are several requirements and impediments in the public library networking. Let us discuss briefly the major ones.

### **16.5.1 Hardware Requirements**

Hardware required for a library to be connected to a Network is as follows:

- i) **Computer-related Equipment:**
  - Microcomputer IBM PC or IBM compatible PC or Specified System
  - Keyboard send-receive VDU terminal

Printer

Modem

Storage devices, ie, hard disc of at least 640 KB and Floppy discs or tapes of sufficient capacity to store online search results

ii) **Packet Switching Devices:**

Packet switching is a device in which the network is switched off when message does not flow. It is activated only when the message is ready to flow. Videsh Sanchar Nigam set up at Bombay, an International Gateway Packet Switching System (GPSS). It provides access to foreign databases via satellite. More than 30 countries are connected to this GPSS. Hyderabad has a node of this GPSS providing access to foreign databases for the subscribers at Hyderabad.

### 16.5.2 Impediments

When we talk of public library networks it is relevant to take into consideration the impediments in implementing the programme.

i) **Language Barrier:** Using Indian languages in their original scripts poses a problem. Graphics-based Intelligent Script Technology (GIST) provides solution. The GIST card allows transliteration from Roman script to Indian languages script. NISSAT in collaboration with National Institute of Science and Technology Development Studies (NISTADS), New Delhi, has developed a CDS/ISIS based software called TRISHNA for house-keeping functions of the library. It supports databases in Devanagiri and several other Indian scripts by using GIST card.

ii) **Data Exchange Format:** Lack of standard bibliographic format on the lines of MARC format is yet another impediment. Countries like Canada or England developed uniform bibliographic format, namely, CANMARC and UKMARC respectively. IFLA has developed UNIMARC as standard bibliographic format for data exchange. In absence of any standard format in the country, CALIBNET has adopted UNIMARC. Public library networks may also do so if no consensus is arrived in near future.

iii) **Data Privacy or Propriety:** Data privacy of the patrons or the data propriety of the software may be a casualty in the public library networks. Privacy of the patrons' database may be protected by introducing password in appropriate modules.

### 16.5.3 Implementation

Funding part of the public library network is discussed in Section 16.2.2 Feasibility. It may be mentioned here that the programme of public library network has to be implemented in a phased manner.

### Phase I

- 1) Computerisation of State, Regional and District Central Libraries.
- 2) Setting up a central host computer of the Network at the State Central Library.
- 3) Creation of the union catalogue and central database at the host computer.
- 4) Linkage of public libraries with the Network

### Phase II:

- 1) Creation of local database and union catalogue at district and regional levels
- 2) Updating union catalogue of the central computer
- 3) Full fledged Network services

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## 16.7 LET US SUM UP

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Let us sum up the subject so far discussed. In the field of library science the word Network means a set of library and information systems interconnected with communication facilities for the purpose of resource sharing. Public libraries, especially small public libraries do need resource pooling and resource sharing for rendering better services and conserving financial resources. Networking is therefore necessary for public libraries. Computerisation of public libraries should precede Public Library Networking.

OCLC, RLN, WLN and DIALOG are the networks operating in the U.S.A. UTLAS (Canada) and BLAISE (Great Britain) are other international library networks which are accessible to public libraries. INDONET, NICNET and INFLIBNET are the Information Networks operated under various organisations in India. DELNET and CALIBNET are the Metropolitan Area Networks set up by NISSAT. BONET, MALIBNET, PUNENET and HYLIBNET are some other Metropolitan Area Networks coming up with the assistance of NISSAT. GPSS of VSNL and EASYNET are middleman type of networks serving as Gateways to the international databases. Metropolitan Area Networks, on the other hand provide access to international databases as well extend support services to the subscribing libraries.

Network services include E-mail, online search, access to international databases and support services to subscribing libraries for house-keeping functions. Online search costs appear costly by Indian standards. But it is cost effective when compared to the cost of infrequently used Subject Indexes or other Reference sources.

An IBM-PC or IBM compatible PC, a modem, a printer and telecommunications lines are all that is required to have connection with a Network.

Data privacy can be protected by introducing pass words in the software. Language barrier can be overcome by using GIST card. TRISHNA is a CDS/ISIS based software supporting Devanagiri and other Indian scripts. UNIMARC or CCF may be adopted as bibliographic format for data exchange in the Public Library Network.

The Public Library Network has to be launched in a phased manner. Computerisation of the State Central Library, Regional Libraries and District Central Libraries should precede Networking Project. Statewide Public Library Networks are possible in Andhra Pradesh or other states where library legislation is working, if the managements of public libraries join together and set up a Network on cooperative basis.

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## 16.7 REFERENCES

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## 16.8 GLOSSARY

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**Authority file:** A list of headings used for names, subject or series so as to provide consistency in catalogue.

**Collection**

**development:** Cooperative acquisition to avoid duplication.

**Database:** A collection of interrelated machine readable records.

**MARC (Machine  
Readable**

**Cataloguing):** A format of cataloguing of Library of Congress.

**Networking:** A group of Library and Information Systems inter-connected with telecommunication lines under agreement of resource sharing.

**Shared cataloguing:** The facility of getting computer produced catalogue cards through a bibliographic network.

**Online search:** A system in which a user can search a database stored in the host computer of a Network.

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## **16.8 ASSIGNMENT**

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- 1) Prepare a list of databases available on NICNET.
- 2) Describe hardware configuration required for a subscribing library to have connection with a library Network.

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## **16.10 MODEL EXAMINATION QUESTIONS**

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### **I. ESSAY QUESTIONS**

- 1) What is a library Network? Describe the components of a network.
- 2) Why public libraries need resource sharing ? Discuss the areas of resource sharing for public libraries in the Public library Networks?
- 3) List the names of five international library networks.
- 4) List names of library networks operating in India and types of Networking services rendered?
- 5) What is NICNET ? Describe how it could be used to render the public library services.
- 6) Is Public Libraries Network feasible ? How ?

### **II. SHORT NOTES**

- a) Packet Switching Network
- b) OPAC

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