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## A Descriptive study On Shah Abdul Latif Public Library Shahdadpur, Sindh; Pakistan.

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# **A Descriptive study On Shah Abdul Latif Public Library Shahdadpur, Sindh; Pakistan.**

## **Abstract**

This descriptive study examined the Shah Abdul Latif Public Library in Shahdadpur, Sindh, Pakistan, with the aim of understanding its features, resources, services, and knowledge dissemination and community engagement. The study used mixed-method approach and collected data was presented in simple tables and charts. Research provided comprehensive description with aim of rules and regulations of library and the literature review explored the significance of public libraries as information centers and their role in community engagement and lifelong learning. The historical background of library may provide the understanding of basic foundation of public libraries in Pakistani cities, like Shahdadpur. During the study data was gathered with deep unbiased based observations and also conducted insights from face-to-face interviews with library staff, including librarian Asadullah Talpur, and also used open ended questionnaire, to understand the library's operations, challenges, and community initiatives. On-site observations assessed the library's physical layout, facilities, and usage patterns. The findings contribute to the existing literature and provide a comprehensive description of the Shah Abdul Latif Public Library. This research revealed the library's available resources and lacking in the services including books and digital materials, availability of technological equipments within library that support users to update from 21st century skills and services such as literacy programs facilities that was provided to the community members in different kind events. The findings and recommendations may prove to assist library staff in improvisation of library services and facilities and also assist other libraries to overcome the challenges faced by library professionals and user.

**Keywords:-** DESCRIPTIVE-STUDY, PUBLIC-LIBRARY, SHAHDADPUR, SINDH-PAKISTAN

## **Introduction**

Public libraries have long been the cornerstones of communities, serving as invaluable resources for education, information, and cultural enrichment. These vibrant institutions not only provide

access to an extensive array of books but also offer various services and programs that cater to diverse interests and needs. In this descriptive study, we delve into the multifaceted nature of public libraries, exploring their role in fostering knowledge, empowering individuals, and fostering community connections. This library attributed with the name of the famous poet of Sindh Shah Abdul Latif and working under the local government Sindh/ municipal committee of Shahdadpur and it is situated at the center of city on court road Usman-e-Ghani chowk. From south-west side it has session court, north side has post office, west side has sub jail and east-north side has shah Abdul Latif park.

### **Historical background**

Shah Abdul Latif library was established in 1960 and building donated by Mir MUHAMMAD WASSAN (vice chairman of municipal committee Shahdadpur) for municipal library in the memory of his father late MUHAMMAD ESSA WASSAN. At that time, it was situated at ground floor later shifted to 1<sup>st</sup> floor with reading hall and librarian office and after 26-year one separate room was constructed for administration use. It was inaugurated by MUHAMMAD BUX KHASKHLI (Chairman Municipal committee Shahdadpur) on 24 September 1984. Library were using electricity from 1960 to 2017 later then start using solar system.

### **Literature review**

Public libraries have long been recognized as crucial institutions for knowledge dissemination and access (Jones, 2018; Smith & Johnson, 2020). These descriptive studies highlight the multifaceted nature of public libraries, emphasizing their role as information hubs and providers of diverse resources. Researchers have noted that public libraries serve as vital platforms for disseminating knowledge to communities, ensuring access to a wide range of materials, including books, periodicals, multimedia resources, and digital content (Adams, 2019; Brown, 2021).

Community engagement and social inclusion are key focal points in descriptive studies of public libraries. Research shows that public libraries actively promote community engagement through various programs and initiatives (Clark, 2017). These initiatives often aim to foster connections among diverse populations, creating inclusive spaces that celebrate cultural diversity and encourage social interaction (Garcia et al., 2019; Johnson & Lee, 2020). By organizing

community events, author talks, book clubs, and art exhibitions, public libraries enhance community integration and provide platforms for cultural exchange (Robinson, 2018; Turner, 2022).

In the digital age, public libraries have undergone significant transformations to meet the evolving needs of patrons. Descriptive studies have explored the impact of digital technologies on public libraries and their services (Harris, 2019; Miller, 2020). Findings indicate that public libraries have embraced digital transformation by digitizing their collections, offering online databases and resources, and providing access to e-books and audiobooks (Parker, 2021). This shift has enhanced access to information and expanded library services beyond physical boundaries (Reynolds & Simmons, 2018).

Lifelong learning is a fundamental aspect of public library services, as highlighted in descriptive studies (Smith, 2019; Williams & Davis, 2021). Researchers have examined the diverse programs and services offered by public libraries to support lifelong learning among their patrons. These include literacy programs for children and adults, skill-building workshops, computer literacy classes, and continuing education initiatives (Anderson, 2017; Peterson, 2020). Public libraries play a vital role in empowering individuals by providing opportunities for personal growth and skill enhancement (Thompson, 2018).

Children's services within public libraries have been a subject of extensive research. Descriptive studies have emphasized the importance of public libraries in fostering a love for reading and promoting early literacy among children (Baker, 2019; Carter & Roberts, 2020). Researchers have examined the impact of services such as story times, summer reading programs, and educational resources tailored specifically for children (Davis & Johnson, 2018; White, 2022). Public libraries actively engage with children and their families to cultivate a lifelong love for learning and reading (Wilson, 2019).

## **Research Objectives**

- To provide a comprehensive description of the Shah Abdul Latif Public Library, including its history, Rules Regulation, and Policies.

- To document the infrastructure and facilities of the library, including the building, layout, and available amenities.
- To describe the collection and resources available in the library, including the types of materials, procurement and its organization method.
- To outline the services provided by the library, such as lending services, reference assistance, and any special programs or initiatives.

### **Research Method**

Qualitative and quantitative (Mixed) research methods was used in the research, data was collect through open ended questionnaire and interviews was conducted with Librarian, library staff and community members of library and the data is presented in the tables and charts.

### **Library policies**

The library's actions and decisions will be guided by a carefully crafted policy that provides broadly defined, written rules. For board members, staff, and the public, library policies should be developed consistently. These rules apply to the library.

Any user whose behavior can be proven to pose a significant threat to the library's ability to function in a safe manner or whose behavior prevents staff or customers from using the library's services, furniture, facilities, and materials for their intended purposes may be prohibited from the premises by the library administration in the case of non-renewal of membership. A person's expulsion from the library will be announced by the library administration, along with a justification for the decision. Any appeal against the prohibition must be made in writing to the library administration if the person who was prohibited desires to do so.

### **Membership**

All the citizens of Shahdadpur are eligible to become the member of library. If anyone want to be a user of library then he/she can fill the membership form that will be given by library administration. In membership form he/she fill personal detail included Personal Name, fathers Name, Surname, Qualification, Occupation, Department/ Institution in which working, Religion,

C.N.I.C No, Address, Contact Number, Email, one passport size picture and Blood group is necessary.

The membership system in Shah Abdul Latif library is free and no fees for membership. After the membership library staff issues the card for issue the books. The duration of membership is one year, after one-year user will have to renew the membership.

### **Rules and Regulations**

The Shah Abdul Latif Library has formulated some rules and regulations for members to maintain the Discipline and provide information / resources and services smoothly and efficiently in such a way that reader may get most benefits within the limited collection and resources in the library. The library authority expressed their views that rules and regulations are strictly applied, in the case of violation appropriate a Discipline actions are taken.

#### **General Rules**

Books will be issued only to library users.

He/she can read anything only in the reading hall without making noise.

Users give respect to the senior citizen.

Smoking is prohibited in the library.

Political and religious debate are not allowed.

Newspapers, magazines cannot carry out without permission is not allowed.

One book will be issued at a time for one week.

In case of loss of book, the (current value) on the book will be charged twice.

Possession of book for long time the membership will be canceled automatically.

In case of any damage/loss the witness will be responsible of penalty/fine.

The yearly fees must be deposited in the month of January.

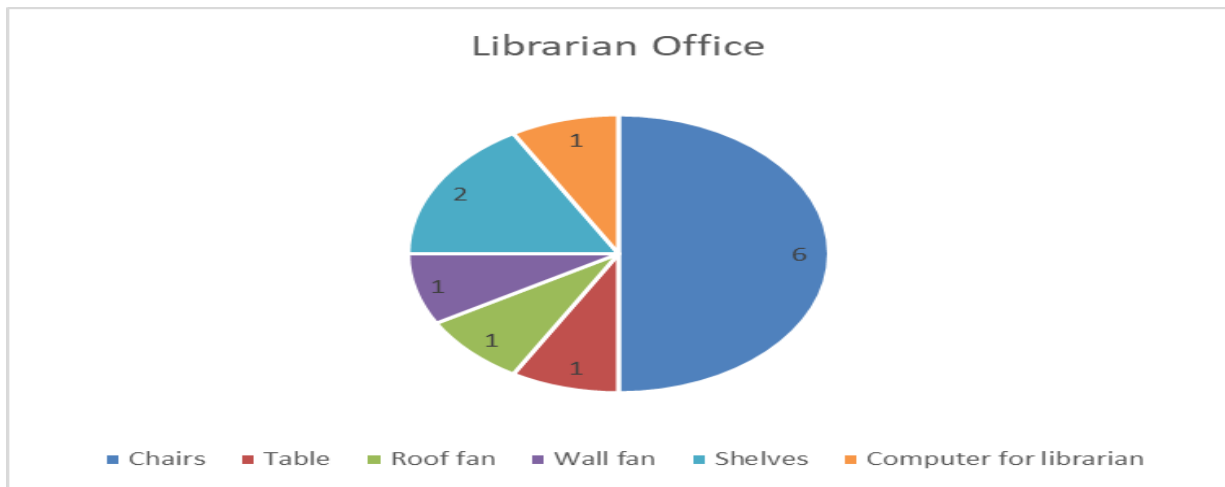
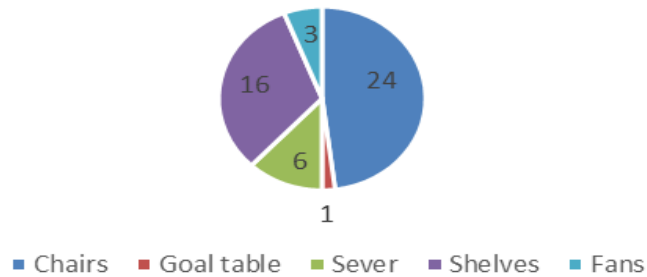
## Library building

Library building located at the center of city. Where most of people likely to visit the place. It has three rooms, one for users second for librarian and internet users and third for administration use. Library use solar system which provides round o clock electricity. Library has lighting discussion area and good Ventilation with gallery system.

## Infrastructure

Library contains movable furniture for public and workers separately such as Tables, Chairs, Counters, Desks Shelving Office machine (typewriter, computer desk librarian desk etc. The quantity of library items given in below tables.

Reading Hall



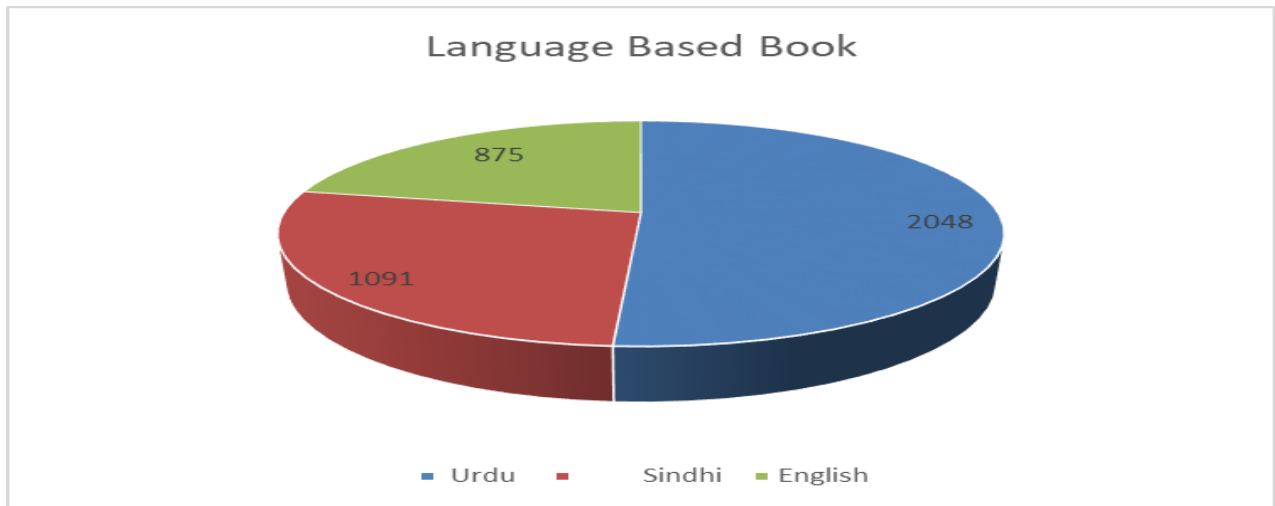
brary collection

The library has a variety of subjects in different field knowledge including in Sindhi English and Urdu languages. Library collection are included books, newspapers magazines maps etc. Library also provides digital access to users for acquiring digital material.

Currently total collection of a library is 7472 (seven thousand four hundred seventy-two) books. While some books are misplaced during shifting and some of them not returned form users.

**Major Languages**

Library collection are divided into three major languages that are used for circulation. Which are given in below chart.



**Reference Collection**

Reference collection are those collection which are designed to be consulted or referred to from time to time for a specific piece of information. Such as dictionaries encyclopedias yearbooks etc. Usually, these do not lend themselves to continue reading. Library serves the local community, students, Teachers, Children, Businessmen and other people by providing Reference material. Library preserves Dictionaries, Hadiths, (Sahih al Bukhari, Sunan Abu Dawood, Fatawa -e- Alamgiri) Islamic books, child magazines, old and rare books etc.

Collection are given below in table.

S.N.	Nature	Language	Quantity
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1	Dictionaries	Urdu	5
2	Books	English	250
3	Magazine	English, Urdu, Sindh	400
4	Books	Sindhi	72
5	Islamic books	Sindhi, Urdu	60
6	Old material	Sindhi, Urdu	300
7	Other	Sindhi, Urdu, English	400
<b>Total</b>			<b>1487</b>

### **Newspapers/Magazines**

Initially, library administration purchased five newspapers in 1970 later the numbers was increased. Now currently library holds nineteen newspapers on the daily basis as user can be able to know what is going on his/her surrounding. Initially there was no magazines. It started to subscribe magazines in 1990 which were purchased yearly in past but now on weekly and monthly basis. Newspapers and magazines are given below in tables.

<b>S.N.</b>	<b>News Papers</b>	<b>Language</b>
1	Dawn	English
2	Daily Time	English
3	The Nation	English
4	Jang	Urdu
5	Nawa-i-Waqt	Urdu
6	Umat	Urdu
7	Express	Urdu
8	Iman	Urdu

9	Emaan	Urdu
10	Daily Nai Baat	Urdu
11	Daily Duyna	Urdu
12	Khabrain	Urdu
13	Jahan-e-Pakistan	Urdu
14	NAE BAAT	Urdu
15	DUNIYA	Urdu
16	Hilal-e-Pakistan	Sindhi
17	Sindh Express	Sindhi
18	Awami Awaz	Sindhi
19	Kawish	Sindhi
20	Mehran	Sindhi
21	IBRAT	Sindhi
22	SINDH TIME	Sindhi
23	APEEL	Sindhi
24	Sobh	Sindhi

### Magazines

S.N.	Magazines	Language
1	Ibrat	Sindhi
2	Family	Sindhi
3	Akhbar-e-Jahan	Urdu
4	TAQBEER	Urdu

## **Acquisition**

Library acquired material on the basis of need and demand of its users once user demand then librarian make a list of material and then send the list to higher authority. Chairman of municipal committee will purchase books and other demanded material.

## **Selection of Material**

Library administration selects material according to their needs and demands of users. While some time publisher sends bibliographic list to the library administration of newly published books and library selected needed books. Sometimes the books and other material also gifted to library from books agencies. Such as National book foundation, Asian book foundation and Sultan trust.

The informational, educational, cultural, and recreational needs of the community are taken into consideration while selecting library materials. The main objective is to present the best collection possible given the financial resources at hand. The Library makes an effort to build an appealing, current, and well-balanced collection based on all branches of knowledge relating to all sides of issues in a neutral, unbiased way while keeping in mind the budget, material, and space allows.

## **Accessioning**

Once books are received or handed over along with bills/slips from higher authority of library to the librarian than his/her responsibility to give accession number on the books. The books are added with serial number in the accession register.

## **Processing**

Once a book has been accessioned then it will go for further processing such as cataloging and serial number (that is used in the place of classification) signed on the book.

## **Classification**

In general, classification means arranging ideas and objects in a systematic order. Although the library classification differs from this. Library classification applies to information materials, and

the main purpose is to organize everything in the most useful and permanent order possible. Classification in a library is "the arrangement of books on the shelves or the description of them in such a way as to be more useful to the reader." Classification is "ordering things according to similarity and difference. This is the ordering and grouping of things in the library". The management of the library does not use a classification system, and the collections are subjectively arranged according to series.

## **Cataloguing**

A library catalogue is a "list of documents, arranged according to recognized order and containing specific items of bibliographic information for the purpose of identification of material". There is no professional cataloguer in library. While the library administration has three catalogues register in Sindhi, Urdu and English languages and the entries are made in the register by subject wise.

## **Library services**

### **Circulation Services**

**Service Counter Operation Hour:** - Library hour begins at 9:00am. Services counter is closed for lunch break/prayer from 1:30 pm to 5:00 pm. The service counter is also closed on Sunday. However general collections are available for reading and photocopy service and reading area is open as usual according to the library opening hours.

**Return of Books:** - Users can return books at the circulation before the closing time/day of library.

**Late Return Fines:** - Library patrons must return library books before or by the due date. After that, you will be fined. A user cannot borrow library materials until the fee is paid. This is done to encourage the user to return the book in a timely manner. If the patron does not return the book, a fine of 2/- will be imposed per day per book.

**Books Reservation:** - A user may reserve a book which is out loan to ensure that he/she gets the item when it is returned. Reservation of books can be done at the circulation counter.

## **Reference Service**

Reference section is the Centre of the all activities of library. Reference service is “A sympathetic and informed personal aid in interpreting library collection for the study and research.” (Dr R. L. MITTAL)

The reference service is also known as reader service in which a user can read book within library for particular time period. Here library administration gives one book to the one user for reading or research, books are only issued/given to the library user not to someone else.

## **Library Automation**

Libraries, like living organisms, naturally undergo changes as they grow. These changes can manifest as improvements, modifications, or advancements. With the revolution brought about by information and communication technology, libraries have embraced technological advancements to overcome traditional challenges in their practices. Automation emerged as the primary solution sought by library professionals.

According to the Encyclopedia of Library and Information Science, automation refers to the technology involved in designing and developing processes and systems that reduce the need for human intervention. Swihart Stanley S and Hefley Beryl F define library automation as the utilization of computers or other mechanized equipment to handle routine clerical tasks in the library. In essence, library automation is the process of utilizing automation software in an integrated environment to carry out various administrative operations in the library with minimal human involvement. Presently, there are several compelling reasons for libraries to automate their functions: Information explosion, Increasing library collections, Inability to explore an unlimited amount of literature, Advancements in telecommunication technology, improving the quality of library services, Promoting cooperative efforts for better library services.

When automating any organization, it is natural to automate every aspect of library activities. However, in the current scenario, libraries providing digital services to meet user demands do not fully adopt automation systems. This limitation is evident in libraries serving only five users at a time due to the limited availability of computer systems.

### **Findings**

- ★ Library has its own separate building, it constructed on the modern basis and Infrastructure is also on the basis of modernization.
- ★ The working librarian is energetic, the academic qualification is that he passed BLIS from Allama Iqbal Open University, he is in BPS.17. But he is not aware form technology.
- ★ The furniture of library is new, the Chair, shelve and table is made in modern times. A student /Reader can sit comfortably on the furniture for studying purpose.
- ★ The library does not have professional classifier and cataloger.
- ★ The library used register catalogue and entries are made only in title and author wise.
- ★ The library books are arranged in series wise and does not use any classification scheme.
- ★ Library Still do not have any committee.
- ★ Library provides circulation, reference services with close access system and library also provide computer facilities for users.
- ★ Library has only five computer which are not enough to serve the all users.
- ★ Library operations and services are still not automated, because lack of awareness in technology and lack of interest.
- ★ The library is not conducted educational seminars, book fairs, book stalls, to make aware the users about the importance and usage of library items.

### **Recommendations**

- ★ Cataloger of library should be professional and library should use standard catalogue form.

- ★ Library should use classification scheme and classifier should be professional.
- ★ The library should conduct educational seminars, book fairs, book stalls, to make aware the users about the importance and usage of library items.
- ★ Library should extend/ increase the quantity of computers.
- ★ Library should establish library committee for the purpose of taking decisions easily.
- ★ In this technological world library operations should be automated.
- ★ Librarian should keep up to date himself from technology.

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