COLLECTION DEVELOPMENT IN THE UNIVERSITY LIBRARIES OF JAMIA MILLIA ISLAMIA AND JAMIA HAMDARD: A SURVEY

DISSERTATION

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE AWARD OF THE DEGREE OF

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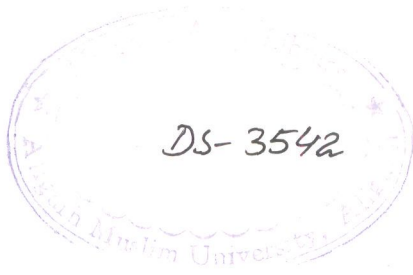
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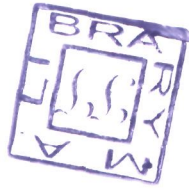
Under the Supervision of
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ALIGARH MUSLIM UNIVERSITY,
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Certificate

This is to certify that **Miss. Nigar** has completed her dissertation entitled *"Collection Development in the University Libraries of Jamia Millia Islamia & Jamia Hamdard: A Survey"*, in partial fulfillment of the requirements for the degree of **Master of Library and Information Science** (2006-2007). She has conducted the work under my supervision and guidance.

I deem it fit for submission.

Prof. Shabahat Husain

Dedicated to
My Beloved Parents
&
Supervisor
(Prof. Shabahat Husain)

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CHAPTER-1

INTRODUCTION

An effective library collection is a sine qua non for information education and scholarship. The collection development in a library is a primary activity, the rest of all being secondary. Adequate and effective collection development in a library is really a tough job. The three main factors involved in this job are

i) Document selection

ii) Ordering

iii) Procurement of documents

Infact collection development involves a number of activities by which a library acquires materials of all types by implementing the selection policy and the plans for document acquisition. The various steps involved in collection development are:--

i) Analysis of the information needs of the user

ii) Formulation and implementation of selection policy to suit the objectives of the library.

iii) Acquisition programmes to build up a balanced collection.

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iv) Resource sharing and its impact on collection development.

v) Weeding out programmes to ensure effectiveness of collection.

vi) Collection evaluation.

1.1 AIMS AND OBJECTIVES OF STUDY

The present study entitled "Collection development in the library of Jamia Millia Islamia and Jamia Hamdard: A survey", which primarily aims to measure the extent of collection development in both the libraries. Inspite of that the other objectives are to know the selection criteria for collection development, total budget of the libraries and also to determine the budget allocation and resource sharing aspect of both the above libraries.

1.2 SCOPE:

The scope of the study confines to analyse the various aspects of collection development in the university library of Jamia Millia Islamia and Jamia Hamdard.

This study also reveals the resource sharing arrangements which the two libraries have made with other libraries/information centers. Beside that, the study also analyses the book selection criteria and budget aspects in the two libraries under purview.

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1.3 HYPOTHESES

To study the collection development in university libraries of Jamia Millia Islamia and Jamia Hamdard, following hypotheses has been formulated.

1. The total collection of Jamia Millia Islamia library is much more as compared to library of JH. This is reflected in all kinds of documents like books, periodicals, audio visuals, microfilms/fisches, CD-ROMs and E-journals.

2. The budgetary allocation in Dr. Zakir Husain Library of JMI is much more as compared to that of HMS central Library of JH.

3. The procedure of collection development of Jamia Millia Islamia Library as well as in JH is through a properly constituted committee meant for the purpose, where in recommendations of students as well as teaches are also taken care of in both the libraries.

4. The two libraries under the purview use both documentary and online book selection tools for the development of their collection.

5. With the advent of electronic resources and the development of various consortia the present trend in collection development in both the libraries under study is towards documentary form to electronic form of documents.

6. Both the libraries under the purview have automated their in house procedures including acquisition. Using a particular integrated library software package.

7. Because no library can claim to be self sufficient in fulfilling the ever increasing demands of the users, both the libraries enter into resource sharing with other libraries and library networks.

1.4 DATA COLLECTION

To conduct the present survey a questionnaire was prepared consisting of questions pertaining to such aspects as: Library Budget, Library Collection, Selection of study material, Selection tools, E-Journals subscription, Library automation, Resource sharing

Because the questionnaire was aimed to collect the relevant data from the two libraries, it was personally taken to these libraries. The included data was into different tables to find out.

i) Library Budget

ii) Library Collection

iii) Selection of study material

iv) Selection tools

v) E-Journals subscription

vi)   Library automation

vii)   Resource sharing

1.5 METHODOLOGY

Survey is the most important tool for advancing knowledge for promoting progress and for enabling man to relate more effectively to his environment of accomplish his purpose. It is oriented towards the discovery of the relationships that exist among the phenomena of the world in which we live.

There are several methods of survey used for studies

1)   Observation Method

2)   Interview Method

3)   Documentary Method

4)   Questionnaire Method

1)   Observation Method

Observation is at once the most primitive in the most refined of modern research techniques. P.V. Yong defines it as "systematic viewing, coupled with consideration of the seen phenomena in which main consideration must be given to the larger unit of activity by which the specific observed phenomena occurred.

This method implies the collections of information by way of the investigators own observation, without interviewing the respondent. In this method we observe things ground us. It is well established method for data collection it is the method of testing, characterizing human behaviour.

2) Interview method

Contemporary investigators use interview method as a social survey tool. It is a systematic method by which a person enter more or less imaginatively into the life of a comparative strangers. The interview method is more direct and has greater flexibility.

This method is unique because the collection of data is through direct verbal interaction between individual. The investigator used personal interview method. In this method interviewer asked question general in a face to face contact to the other persons or respondents.

3) Documentary Method

It has been an important source of information. Through documentation method the researchers make use of many documents are second, published or unpublished to extract necessary information document is very important, dependable and valuable source of information which is are record that contains importance information about a problem or aspect of study.

4) Questionnaire method

Questionnaire is a formal list of question, especially as used in an official enquiry. Questionnaire is constructed translating the aims and objectives of the survey study. This is a most popular instrument of the survey studies. This method of data collection is quite popular in case of big enquires. It is called hearts of survey operations. The questions are formed in such a way that the relation of one questions to another can be readily apparent to the respondent, question sequence must be clear and answer can be given by checking 'yes' or 'no' by selecting one of the possible answer provided in the questionnaire.

Open questionnaire

Here no answer is given against question, respondent supply the answer in his/her own words

Closed questionnaire

In this type of questionnaire, answer is given in front of question. The respondent has to select the alternate answer written against the question, so the work of the respondent is to tick out the right answers.

Chapter -II
University Libraries
of Jamia Millia
Islamia
&
Jamia Hamdard

CHAPTER 2

UNIVERSITY LIBRARIES OF JMI AND JH

1.   LIBRARY

A library is regarded as a social institution therefore it is expected to perform certain functions.

Traditional libraries confined themselves to books, manuscripts and periodical publications. But modern libraries acquires variety of items like books, periodical publications, microfilms, slides, audio-cassettes etc. international organization for standardization has defined a library as "irrespective of the title, any organized collection of printed books and periodicals or of any other graphic or audio visual materials, and the services of the staff to provide and facilitate the use of such materials as are required to meet the research, informational, educational, or recreational needs of its users. "

A.L.A. glossary of library and information science has defined library as "a collection of materials organized to provide physical, bibliographical, and intellectual access to a target group, with a staff that is trained to provide services and programmes related to the information needs of the target group. "

According to S.R. Ranganathan, "a library is a public institute or establishment charged with the care of a collection

of books, the duty of making them accessible to those who required the use of them and the task of converting every person in its neighbourhood into a habitual library goers and readers of a books"[1] thus a library is regarded as a public institution which is also expected to convert the potential readers into actual readers.

1.1 FUNCTIONS OF A LIBRARY

A library should provide for---

1. Life long self education

2. Information/ documents on all subjects including local, national, international affairs to serve economic political and social welfare.

3. Proper use of leisure

4. Advancement of culture.

5. Preservation of literacy heritage for posterity.

1.2 TYPES OF LIBRARY

The libraries are of the following types

1) National library

2) Public library

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1   Ranganathan, S R. Reference Service and bibliography, v.1,Madras,Madras library association,
     1940, P.25.

2) Special library

3) Academic library

School library

College library

University library

2 NATIONAL LIBRARY

"Library is called national library when it is the official depository of printed works, a general access library , an information and bibliographical center, and a center of coordination, planning and stimulating of the entire library system of the nation.[2]"

The definition of national library as adopted at the general conference of UNESCO in 1970, is as under:-

"libraries which irrespective of their titles are responsible for acquiring and conserving copies of all significant publications published in the country and functioning as a "deposit" library, either by law or under other arrangements. They will also normally performs some of the following functions:

Produce a national bibliography; hold and keep up to date a large national and representative collection of foreign literature including books about the country, act as a national

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[2] As quoted in Ibid, V. 19, p. 107

bibliographical information centre, compile union catalogues, publish the retrospective national bibliography. Libraries which may be called as national but whose functions do not correspond to the above definition should not be placed in national library category."

2.1 Functions

The National Library is expected to fulfill the following basic functions:-

1) To acquire, store and organise the complete set of national printed output and to serve as a depository of these materials.

2) To acquire and conserve rare documents such as manuscripts.

3) To acquire, store and organise representative collection of other countries and on all subjects.

4) To provide access to its collection.

5) To provide bibliographic and other like services.

6) To publish retrospective national bibliography.

7) To provide leadership to the libraries of the country.

8) To provide training of library personnel.

9) To organise national and international exchange of publications.

10) To compile union catalogue.

2.2 Some National Libraries

The National Library of India (Kolkata)

British National Library (U.K)

The Library of Congress (New York)

National Library of Medicine (New York)

National Library of Agriculture (Washington)

The Lenin State Library (USSR)

3. PUBLIC LIBRARY

A library which is open for every one, irrespective of age, sex, occupation, affiliation and social or economic status is a public library.

Explaining the nature of public library, the UNESCO's manifesto for public libraries further explains as follows:-

The public library is a practical demonstration of democracy's faith in universal education as a continuing and life long process in the appreciation of the achievement of humanity in knowledge and culture. It is the principal means whereby the records of man's thoughts and ideas and, the experience of his creative imagination are made freely available to all. It is concerned with the refreshment of man's spirit by the provision of books for relaxation and pleasure,

with assistance to the students and with provision of up to date technical, scientific and sociological information "

Ranganathan defines a public library as " a institution maintained for and by the community primarily for the social purpose of providing easy opportunity for self education throughout life of every person of the community."[3]

3.1 Services of public library

A public library provide the following services:-

1) Issue of documents

2) Inter library loan.

3) Provision of general and specific information.

4) Assistance in the searching or the location of documents or use of library catalogue or understanding of reference books.

5) Reader's advisory services.

6) Compilation of bibliographies.

7) Referral services.

8) Library orientation and bibliographic instructions.

9) Extension service.

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[3] Ranganathan, S.R.: Preface, Op.Cit., p.114.

3.2 Functions of public library

➤ To facilitate informal education of all the people in the community.

➤ To enrich and further develop the subjects on which individuals are taking formal education.

➤ To meet the information needs of all.

➤ To support the educational, civic, and cultural activities of the groups and organizations.

➤ To encourage wholesome recreation and constructive use of leisure time.

➤ To gather resources in order to promote an enlightened citizenship and enrich personal life.

➤ To assist students and to hold exhibitions, lectures, adult education classes.

4 SPECIAL LIBRARY

Special library means a library which is concerned almost exclusively with the literature of a particular subject or group of subjects. It also includes libraries with the collection of a particular form of material.

To L.H Harrod, "special library is a collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge and provided by a learned society,

research organization, government department or even an educational institution.[4]"

4.1 Objectives

A special library exists to serve its parent body. Therefore, the aim of a special library is to further the interests of its parent body by means of the following:-

1) Provides information services, which enables the members of the organization to keep track of the significant developments in their field of interest.

2) Library searches literature exhaustively and brings it to their notice before the start of a project to be undertaken by the organization, assuring them to go ahead. This helps in avoiding duplication of efforts.

3) Provides information promptly, thereby saving the time of the users.

4) Provides stimulation and inspiration to users by means of balanced collection and fine services.

4.2 Functions

A special library may performs the following functions:-

1) Selection of documents and sources of data/information.

2) Acquisition of documents and data/information.

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[4] L.M. harrod. Librarian's glossary of terms.... (London, Andre Deutsch, 1971)

3) Processing of documents.

4) Storage of documents.

5) Retrieval of the documents.

6) Publication or reproduction of documents.

5 Academic Libraries

An Academic Library is a library attached to an academic institution, i.e. an institution engaged in teaching or research and imparts formal education to students who aspire to complete a particular course under a prescribed syllabus. Schools, Colleges, Universities and technological/ engineering/ medical institutions are some of such institutions. There are various types of academic institutions which may vary from one another in respect of courses offered by them

Academic libraries exist to cater the needs and requirements of their parent academic institution, They vary in shape, size, collection and services, depending upon the nature of the parent institution. For example, libraries attached to a school, college and even to an undergraduate college or a post graduate college or a medical college or an engineering college would be different from the rest in respect of the collection, shape, size and services. However, all academic libraries have common qualities in many respects. It is because all academic libraries exist to support the teaching and research programmes of their parent institutions. Besides having a good collection of   reference books on variety of

subjects, these emphasize on building up a strong collection concerning the courses offered by the institution.

Academic libraries have became most important in academic institutions due to changed nature of education. Tremendous growth in the student population ; opening of new academic institutions; rapid expansion of education; growing emphasis on qualitative education and high cost of books are some of the factors which necessitate the establishment of a well equipped academic library.

5.1 School Library

The school library is a part and parcel of school set up. It exists to serve the objectives of its parent organization. A school library plays a very important role in helping the educational system of school to achieve its goal.

The performance of students can be improved considerably if they use the library regularly. They need to be encouraged to use the school library. This will greatly help in raising the standard of education.

5.1.1 Objectives of the school library

A school library does not exists for itself. It exists to serve the objectives of the parent organization. The objectives of the good educational system are to equip individuals to play their role in the society effectively. The aim of a good school library is to become a force for educational excellence.

The objectives of the school library are as follows:-

1) To acquire, process and make available documents with emphasis on non book materials such as filmstrips, video tapes, video cassettes, overhead projections, transparencies, audio cassettes, slides, gramophone records, photographs, maps, charts, globe, newspaper clippings ; models, handouts (duplicated summary of class lectures) nature specimen and artifacts etc to serve the needs of students and teachers adequately.

2) To provide user education to enable students to become skillful and discriminating users.

3) To create among students life long reading habits.

4) To play an effective role in school programmes.

In order to achieve these objectives, a school library should also be considered a resource centre, providing open access to its users. It should be made a centre of informal education, and above all the school library should be hub of the activities in a school.

5.1.2 Services

A school library is a service library. Therefore, it should provide open access to the documents. These are acquired and processed for use. On the other hand, closed access aims at preservation. A school library does not exist for its own sake but aims to serve the students.

In order to perform its function, a school library can provide a variety of services. No service should be considered less important but under certain circumstances a librarian may not be able to devote enough attention to each of these. A school library should provide the following services:-

1. Display of materials and information.

2. Organization of story hours, book talks, debates, essay competition and quiz etc.

3. Initiation and orientation of freshman.

4. Reader's advisory service.

5. Circulation of materials.

6. Reservation of materials.

7. Library instruction.

8. Assistance in the use of catalogue.

9. Assistance in searching and locating the materials.

10. Assistance in the use of reference books etc.

11. Provision of information on request.

12. Maintenance of vertical files containing pamphlets, prospectuses, reports and press clippings etc.

13. Preparation of reading lists.

14.   Inter library loan.

Display of materials and information can be done to attract the students and teachers. The following devices may adopt to achieve the same:-

1. Organization of book exhibitions.

2. Display of packets of new books.

3. Display of newspaper clippings.

4. Display of lists of new books received.

5. Putting up of wall magazines.

5.1.3 COLLECTION

Building up an adequate collection of instructional materials is essential for the development of effective library services. The requirements of students and teachers must be taken care of adequately. Book selection policy should varied enough to stimulate the interest of the students and teachers.

A book selection committee should be formed. It should be consist of one representative from each subject and two students from senior most classes to be nominated by the principal on the advice of librarian. Senior most teacher shall be the chairman. Librarian shall be the convener. Such a committee shall be an advisory body.

The library should possess the following kinds of documents: Textbooks and related curriculum enrichment materials (like books on method of instruction, formulation of curriculum, psychology of children etc.) books for education, information, inspiration and recreation.

Reference books.

Newspapers, weeklies and other magazines. Audio visual materials including film slides, filmstrips, audio cassettes, video cassettes etc.

A school library should aim to build up a collection of pamphlets on a wide ranging topics such as insurance, vocational career and guidance, tourism, scientific equipments etc. Many such publications are available free.

A school library must give special emphasis to acquisition of audio visual materials, but it should have equipment for the use of such materials otherwise there is no sense in acquiring these material.

5.2 COLLEGE LIBRARY

A library attached to a college is called a college library. In general a college library is regarded as an institution of higher learning which usually offers a three years or four years course after school leading to a bachelor's degree. Some of the large colleges also offers courses leading to master's degree usually research take place at universities.

5.2.1 COLLECTION

The collection of a college library should be a live one, able to meet the extent and nature of the curriculum. It should also adequately take care of extra curriculum materials as well as recreational reading materials. However, in practice, many college libraries merely provide curriculum and co-curriculum materials. This may be due to a lack of financial resources.

5.2.2 SERVICES

A College library provides the following services

→ Lending service

→Reference service

→ Reservation of documents

→ Display / exhibition

→ Reprographic service

→ Orientation

→ Inter library loan

→ Compilation of bibliographies / indexing services/
   Abstracting services .

→ Assistance in the location of documents

→ List of additions

→ Reader's advisory service.

5.2.3 USERS

The users of college library are mainly students, teaching staff and members of faculty as well as few of the management committee.

5.3 UNIVERSITY LIBRARY

A university library is a library attached to a university. It exists to cater to the needs and requirements of students and teachers and to support the teaching and research programmes of the university. University library considered as an integral part of a university. This library is different from other two academic libraries in many respects like size, collection as well as clientele. Need and importance of university libraries has been realized and accepted by many authorities. For example, the Kothari commission recognizes a university library as the "heart of the university". The prime function of the university library is to provide facilities for study and research for all the members of that university. It implies three functions of the university library that is teaching, research and extension services.

5.3.1 ORIGIN AND DEVELOPMENT

India is the site of one of the most ancient civilizations in the world. After the settlement of Aryans, a section of intellectuals, the Brahmins became priests and men of learning. At that time, a university was founded in the city of Gandhara in northwest India, named Takshila University. It is

considered to be the first University in the world. Takshila University acquired an international reputation in the 6th century BC as a centre of advanced studies. It was a great centre of learning with a number of famous teachers and an excellent Library. The library collection included works on Hinduism, political science, literature, medicine and philosophy. This university and the library was destroyed during the invasion of Hunas.

In the 3rd Century BC, Buddhism received great impetus under India's most celebrated ruler Ashoka. At that time, Buddhist monastic institution at Nalanda, became important centre of higher learning. The University of Nalanda owed its foundation to six generations of the Gupta Kings. The University had a huge library with a collection of invaluable manuscripts and served over 10,000 students from India and abroad. Nalanda University library was the biggest in Asia.

The library of the Fort William College came into existence in 1800 at Calcutta. The collection included 11,718 printed oriental books, 5,224 European books and 4,253 oriental manuscripts. In 1902 Raleigh commission, under the chairmanship of Sir Thomas Raleigh looked into the conditions of the academic libraries in the country and reported the neglected conditions of University libraries.

Post Independence period

Educational developments of independent India was greatly influenced by the Education Commission. Appointed in

1948 by the Govt. of India under the chairmanship of Dr. S. Radhakrishana, the commission looked very closely into the conditions in college and university libraries. In its report the commission wrote that the library is the heart of all university work. For both humanistic and scientific studies, a first class library is essential in a university. There is no doubt that in most of our universities the annual grants for libraries are very inadequate. The commission recommended that university and colleges should work up to an optimum of 6.25% of the total budget or rupees 40.00 per student as the annual grant for their libraries.

In 1957, the UGC appointed a committee under the chairmanship of distinguished librarian Dr. S.R. Ranganathan to advice the UGC about the developments of university and college libraries, and their organization. The committee submitted its report in 1965. The committee advised UGC to prepare a set of standards for library buildings, furniture, Book selection, purchase of journals, reference services, inter library loan, training of librarians and increasing their pay scales.

The seminar of University Librarians held at Rajasthan in Nov. 1966 defined the statutory position of university librarians, and recommended that they :-

a) Be given statutory recognition.

b) Be directly responsible to the Vice-Chancellor of the University.

c) Be an ex-officio member of all academic bodies.

d) Be a member secretary of the library committee which will function only in an advisory capacity.

e) Be accorded the status and privileges of a university teacher and head of a university post graduate department.

5.3.2 COLLECTION

Building a library collection which should be able to meet the needs of the teachers, students and research scholars adequately, is the major task of a university library. The collection of university library is categorized in three parts.

Primary sources

Periodicals, journals, patents, standards, dissertations, research reports, conference proceedings, technical bulletins.

Secondary Sources

Secondary periodicals, abstracting journals, indexing periodicals, books, encyclopedias dictionaries, directories yearbooks, monographs, and bibliographies etc.

Tertiary Sources

Bibliography of bibliographies, catalogues of catalogues, list of encyclopedias, list of abstracting and indexing journals and guide to literature etc.

5.3.3 SERVICES

The services to be provided by university library are-

> Lending service.

> Provision of general and specific information.

> Compilation of bibliographies.

> Assistance in location of documents.

> Reader's advisory service.

> Reservation of documents.

> Documentation service.

> Inter library loan.

> Maintenance of clippings.

> Maintenance of vertical files.

> Reference service.

> Referral service.

> Reprographic service.

> Translation service.

> Extension service.

> Display of new addition.

> Literature search.

> Bibliography instruction and library orientation.

5.3.4 Functions

The university library is expected to perform the following functions.

1) To acquire, process, organise and make available reading and other materials to students, teachers and other staff members of the university.

2) The University library is also expected to provide material to its users for-

3) Arousing their intellectual curiosity and sharpening intellectual faculty.

4) Stimulating imagination, reasoning and critical faculty

5) Refining their ethical and cultural values

6) Make them aware of their environment and development around them.

7) Informing and guiding them with regard to their further education and profession.

8) To encourage the use of library by initiating the fresh students and teachers and taking up reader's education programmes.

9) To adopt new technology e.g. computerization in certain areas with a view to provide purposeful service in minimum possible time.

5.3.5 USERS

Users of the University library are students, research scholars, faculty members and teachers of the University.

5.3.6 Library Fund

Various financial norms have been suggested in India for the allocation of funds by the University to the library. Some of them are-

1) RadhaKrishnan Commission report (1948) suggests optimum 6.25% of the total budget of the University or Rs. 40 per student.

2) Ranganathan Committee (UGC) (1957) suggests Rs. 15 per students and Rs 200 per teacher and research fellow.

3) Kothari Commission (1964-66) suggests Rs. 25 per registered student and Rs. 300 per teacher and research fellow. The commission recommended that the proportion of expenditure on reading materials in relation to staff should be in the ratio of 4:5. In addition to this it suggested 10% for furniture, 5% for book binding and 8% for miscellaneous purposes.

4) KM Raj Committee – Karnataka University (1980-81) has recommended that 20 to 25 % of university's total budget should be an earmarked for a university library.

5) Association of Indian Universities Report on national policy on University libraries (1987) has suggested 10 % of the total university budget to be allocated to the library. Out of the total library budget 25% should be earmarked for book budget, 13% for periodicals, 6% for binding and 50% for salaries.

Name of Commission	Findings	Finance
Radhakrishanan Commission (1948-49)	Percentage of library expenditure of the total expenditure of university Per student grant for libraries.	61.4% Rs. 40/-
UGC Library Committee (1957)	Per captia bk fund per student per teacher and research fellow Reading seats	Rs. 15 Rs. 200, 1/5 of Students and 1/10 of teachers
Kothari commission (1964-66)	Per registered student per teacher Percentage of library Expenditure to the total expenditure on a University	Rs. 25/- Rs. 300/- From 65% to 10%
K.H.Raj Committee Karnataka University (1980-81)	Percent of library budget to the total budget of a University	20%

5.3.7 Resource Sharing Among University Libraries

Librarians of University libraries are confronting major challenge in this direction. In order to cope with the growing problem of lack of fund, the concept of resource sharing between different libraries is becoming popular. Many libraries developed well established inter library loan system and adopted many other resource sharing procedures. Realising this, the University Grant Commission, in its meeting in April 1988, decided to interlink major university libraries in the country through "network" called INFLIBNET. The Govt of India in its seventh five year plan (1985-90) gave emphasis to the development of library network service and to introduce modern information technology in this field. The INFLIBENT project aims at the establishment of a national network of libraries and information centres in the universities and research and development organizations in India. It will provide a channel to the academicians and researchers for exchange of information from sources within the country and abroad. It is expected that INFLIBNET will have connection of 150 university libraries, 50 post graduate centres / autonomous colleges and 200 libraries of R&D institutions of national importance outside the university as participating members.

The INFLIBNET programme has been set up with the following objectives

1) To modernise libraries / information centres of academic institutions in the country.

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2)   To establish bibliographic standards for information transfer at national and international levels.

3)   To facilitate pooling, sharing and optimisation of library/ information resources.

4)   To organise library services at affordable cost and maximize benefits.

5)   To provide speedy, efficient and fault free services to the   end users.

6.   TYPES OF UNIVERSITIES

In the higher education sector, universities are classified into four types depending on the manner in which they were set up. These are :

i)   Central universities

ii)   State Universities

iii)   Deemed Universities

iv)   Private Universities

i) Central Universities:

Central Universities are set up by an act of parliament. There are 20 central universities in the country. The president of India is a visitor at all central universities. The university grant commission (UGC) is the agency that provides funding for maintenance and development of these universities.

ii) State Universities:

Universities set up or recognized by an act of the state legislature are known as state universities.There are 215 state universities in the country . State governments are responsible for establishment of state universities and provide plan grants for their development and non-plan grants for their maintenance. The UGC makes budgetary plan allocation for113 state universities.

iii) Deemed Universities:

Institutions of higher learning, which are not universities, are often in recognition of their high caliber of education granted the status of the university. Such institutions are known as deemed to be university, or deemed university.

The status of a deemed university is accorded by the UGC. Section 3 of the UGC Act, provides for the conferring of this status of autonomy granted to high performing institutes and departments of various universities in India. Deemed university status enables not just full autonomy in setting course work and syllabus of those institutes and research centres but also allows it to set its own guidelines for the admission, fees and instruction of the students.

iv) Private Universities:

A private University is an institution of higher learning established through a state or central act by a sponsoring body, such as a society registered under the Societies

Registration Act, 1860, or any other corresponding law for the time being in force in a state or public trust or a company registered under section 25 of the Companies Act,1956.

For an institution to be given the status of a private university, the state legislature conferring the status has to pass an act by which the institution will receive the status of a university.

7. JAMIA MILLIA ISLAMIA

Jamia Millia Islamia, an institution originally established at Aligarh in India in 1920 became a central University by an act of the Indian parliament in 1988.

The foundation committee of Jamia Millia Islamia met on 29 Oct 1920 and elected Hakim Ajmal Khan as first Chancellor of Jamia on 22 Nov 1920. It also created a syllabus subcommittee. The known freedom fighter and Muslim theologian Maulana Mehmud Hasan laid the foundation stone of Jamia Millia Islamia at Aligarh on Friday 29 Oct 1920.

Jamia moves to Delhi

Hakim Ajmal Khan, Dr. Mukhtar Ahmed Ansari and Abdul Majeed Khwaja supported by Gandhiji, shifted Jamia from Aligarh to Karol bagh in New Delhi in 1925. At that time, Gandhiji's contacts helped to secure the financial help for Jamia. In 1925, a group of three friends studying in Germany, Dr. Zakir Hussain, Dr. Abid Hussain and Dr. Mohammad Mujeeb decided to serve Jamia. The first step they took was

the introduction of the hugely popular evening classes for adult education which were later in 1938 became an institution called Idara—Taleem-o-Taraqqi.

In 1928 the leadership of Jamia moved into the hands of Dr. Zakir Hussain who became its Vice-Chancellor.

Shifting to New Campus

In 1936 Jamia was shifted to new campus at Okhla. On 4 June 1939, Jamia Millia Islamia was registered as a society. In 1939, Maulana Ubaidullah Sindhi came to Jamia and started a school of Islamic studies in Jamia, called Baitul Hikmat. In 1949, during Jamia's silver jubilee celebration, Mohd Ali Jinnah, Liyaqat Ali Khan, Dr. Zakir Husain, Pandit Jawahar Lal Nehru, Asaf Ali and Sir C Rajagopalachari were present.

Deemed to be University

In 1962, the UGC declared the Jamia 'deemed to be university'. Soon thereafter, the school of social work was established . In 1971, Jamia started the Zakir Husain Institute of Islamic Studies. BE course commenced in 1978. In 1981, the faculties of humanities and languages, Natural Sciences, Social Sciences and the state Resources centre were founded. In 1983, the university started the Mass communication Research Centre and the centre for coaching and Career Planning.

Central University

By a special act of the parliament, Jamia was made a central University of India in Dec. 1988. Many new courses at UG and PG levels have since been added.Beside its six faculties, Jamia has a number of centers of learning and research. The Jamia is also marching ahead in the field of information technology (IT). Apart from this, the Jamia has a campus wide network which connects a large number of its departments and offices.

7.1 UNIVERSITY LIBRARY

Dr. Zakir Husain Library

The Library of Jamia Millia Islamia, Dr. Zakir Husain library was established with the establishment of the Jamia in 1920. The library was started first with a small collection donated by Maulana Mohdl Ali Jauhar.

The library was named Dr. Zakir Husain library in 1973 on the name of the former Vice-Chancellor of Jamia Miliia Islamia and former president of India, Dr. Zakir Husain.

Dr. Zakir Husain library is the central library of the Jamia library system, which includes various faculty libraries. The existing building covers an area of 22,900 sq. ft. A new central library building has been sanctioned and shall shortly be constructed with a total covered area of 1,06,850 sq. ft. The building has been designed to reflect the Jamia's

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contemporary image and accommodate the ever increasing demands of the modern library system.

Timings

July-Sept	mon-Fri_9:00 am to 9:00 pm
	Sat-Sun_9:00 am to 5:30 pm
Oct. Dec.	Mon.-Fri _9:00 am to 10:00 pm
	Sat.-Sun ---do----
Jan.-June	Mon-Fri_9:00 am to 12:00 midnight
	Sat-Sun --do—

The library remains closed on the Jamia notified holidays.

7.1.1 SECTIONS OF JMI LIBRARY

I. TEXTBOOK SECTION

The library maintains a textbook section which has a separate collection of textbooks that can be consulted within the library on deposition of text-book ticket at the counter of the section, till the closure of library. The text books can also be issued for overnight loan after 3.00 pm. To 5:30 PM against text book tickets which should be returned the next day. The collection has text books in English, Urdu and Hindi.

Two halls in the library on the ground floor have been segregated as independent Library Reading Rooms where

authorized library users can bring their personal books and other reading materials. Apart from these reading rooms, the library provides separate hall for research scholars and teachers of the University. The reading rooms open with the main library but their closing hours varies. Generally reading rooms are closed at 8:00 pm. But during exam times they remain open till midnight. The section has seating capacity of about 400 users. The entry in the section is allowed only on the production of I-cards to the security staff.

II. Rare books section

Dr. Zakir Husain library maintains a separate rare books section. This section contains approximately 1600 books published from the 16th to 19th century in English, Urdu, Hindi Persian and Arabic, which are of rare nature. This section also has rare newspapers published during the period from 16th to 19th century.

III. Jamia Authors Section

This section has special collection of 2500 books written edited and compiled by teachers, researchers and students of Jamia Millia Islamia.

7.1.2 COLLECTION OF JMI LIBRARY

Dr. Zakir Husain Library of Jamia Millia Islamia has following collection

I. General Collection

Books	3,02,000
Journals	445
Theses	600
Microfilms	200
Compact Disc	140

Language wise break up of library collection is -----

Language	Number of books
Urdu	25000
Hindi	12000
Persian	2600
Arabic	300

II. Special Collection

The library has special collection donated by various persons

1. Ambala Collection

2. Abdul Qayyum Naqvi Collection

3. Begum Dr. Ansari Collection

4.   Dr. Yusuf Husain Khan Collection

5.   Dr. Zakir Husain Collection

6.   Ghulam Rabbani Taban Collection

7.   Jigar Moradabadi Collection

8.   Junaid Ansari Collection

9.   Justice M. Hidayatullah Collection

10.   Maulana Imdad Sabri Collection

11.   Maulana Imdad Sabri Collection

12.   Maulana Mohd. Ali Collection

13.   Maulana Obaidullah Sindhi Collection

14.   Maulana Saifullah Bharti Collection

15.   Mufti Anwarul Haq Collection

16.   Rehmania Collection

17.   Sahibzada Sajid Ali Collection

18.   Syed Jahib Delhlvi Collection

III. Manuscripts

Dr. Zakir Husain library has 3000 manuscripts on various subjects, such as Astronomy, Astrology, Music, Quranic Studies, Sufism, Logic, Philosophy, Unani Medicine,

Mathematics, Oriental Studies and Hinduism in Arabic, Persian, Urdu, Pushtoo, Punjabi and Brij Bhasha.

7.1.3 LIBRARY SERVICES

Dr. Zakir Husain Library provides the following services to its users

a) Lending Service

The library has made available the borrowing facilities of books between 9:00 am to 4:30 pm.

b) Reading Room Service

Reading and studying facility for textbook collection is made available within the reading halls. The separate reading halls for scholars / teachers and PG. students are available.

c) Orientation Programmes

Individual and group orientation programmes are available for digital resources and services.

d) Document Delivery Service

Bonafide members of the library can get reprints of journals / articles by filling up the form at the circulation counter.

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e)   Photocopy Service

The library provides photocopy services through private contractors. The services are located as a separate unit next to main entrance of the text books section. The users can approach the unit directly. They may also request the circulation counter. For any difficulty or assistance, the users may approach the incharge of user services.

f)   Inter Library Loan Service

The library offers inter library loan service to its users for the books, periodical and articles that are not available in the library. This service is provided on No profit-No loss basis and expected to be prompt. The library, in turn also lends its resources to the libraries of other government and academic institutions.

g)   Document Procurement Services

Document procurement services can be made available form American Center Library, British Council Library, Delnet and Inflibnet.

For documents, the users will have to fill up a form available at the circulation counter and deposit it at the counter. The request can be made through e-mails also on zhi@jmi.ernet.in

h)   Internet Service

Library has introduced internet service from 2003 to the bonafide members of the library. At present, the internet service is available free of cost from morning 9:00 am to 5:30 pm in all working days.

The bonafide members are permitted to use this facility after entry in the log book maintained at the library.

i)   Reference Service

The library maintains a separate reference collection consisting of fast finding tools such as almanacs, atlases, biographical and language dictionaries, directories, handbooks and statistical compilations, encyclopedias, technical data, maps, films etc. The reference books are not issued but consulted within the library. The library provides the reprographic service in this section also. Reference services provides assistance with factual and research questions, subject guides on finding and using materials and Library instructions and research consultation.

7.1.4 USE OF INFORMATION TECHNOLOGY

I. OPAC The card catalogues have been replaced by computer based Online Catalogue in the library of JMI. The Online Catalogue is placed at the entrance lobby of the main building and the users can search the relevant documents by using OPAC terminals that have been placed there. The

Online Public Access Catalogue allows the users to Search the relevant documents by:

* Author

* Title

* Subject

* Keywords

* Class Number

* Boolean Search

The computer catalogue, Online Catalogue is extremely user friendly and enable users to search the relevant information with much ease and speed. It also gives the availability status of documents, whether a particular document is available or on loan. On site orientation and guidance is available at the Online Catalogue terminals.

II. DIGITAL INFORMATION RESOURCE CENTRE

Dr.Zakir Husain Library has launched the digital information resource centre for the Jamia Millia's academic and research community. It provide the access to databases of electronic resources to the bonafide members. These services are available through intranet. The databases of electronic resources are constantly reviewed and updated according to the growing needs of the Jamia community. Orientation programmes on use of digital information resources are periodically conducted. The users may log on to the Jamia's website at: *http//www.jmi.nic.in* →university library→e-journals/digital library.The users may also log on to the concerned website according to the URL indicated at the

end of each database. Some of the resources and services currently offered by the library are outlined below

1. AMERICAN CHEMICAL SOCIETY
   URL: http://www.pubs.acs.org

2. AMERICAN PHYSICAL SOCIETY
   URL:http://www.scitation.org

3. ASCE JOURNALS
   URL:http://pubs.asce.org

4. ASME JOURNALS
   URL:http://www.ojps.aip.org

5. BIOLOGICAL ABSTRACT (BIOSIS)
   URL:http://www.web5.silverplatter.com

6. CAMBRIDGE UNIVERSITY PRESS ONLINE
   URL:http://www.journals.cambridge.org

7. CHEMICAL ABSTRACT (CAS)
   URL:http://www.stnweb.cas.org

8. EMERALD (library and information science)
   URL:http://www.emeraldinsight.com

9. J-GATE
   URL:http://www.j-gate.informindia.co.in

10. NATURE ONLINE
    URL:http://www.nature.com

11. SCIENCE ONLINE
    URL:http://www.scienceonline.org

12. HADITH ENCYCLOPAEDIA

   URL:http://www.thesaurus-islamicus.li

III. INTERNET FACILITY

The library is providing the facility of internet access to the bonafide members of the library. The bonafide members can use the internet in the library by producing their valid membership card of the to the staff of the library.

8. JAMIA HAMDARD

Brief History

The history of Jamia Hamdard begins with the establishment of a small Unani clinic in the year 1906 by late Hakeem Hafiz Abdul Majeed (1883-1922) one of the well known practioners of Unani system of Medicine of his time. He gave the name 'Hamdard' to this venture which means 'sympathetically' for all and sharing of pain. After the death of Hakim Abdul Mazeed, his son Hakeem Abdul Hameed, Carried forward the philosophy and objectives of Hamdard . Even at the time of partition of India in 1947, Hakeem was dreaming of setting up a complex of educational institutions which would concentrate on highlighting the contribution of Islam and Islamic culture to Indian civilization and development of Unani Medicines for curing diseases.

On 28th August 1948, Hamdard was converted into a wakf. For setting up a complex of research and educational institutions, Hakeem Abdul Hameed purchased a piece of land in Tughlaqabad area of south Delhi.

In 1962, Hakeem Abdul Hameed set up the institute of history of Medicine and medical research with the objective to promote education and research in the history of Medicine. In 1963, Hakeem Abdul Hameed and his friends set up Indian Institute of Islamic studies with a view to promote the studies in Islamic culture and civilization.

In 1964, Hamdard Tibbi College was set up in Gali Qasim Jaan, old Delhi. It was later shifted to Jamia Hamdard Campus in 1980 to provide education in Unani medicine to students.

In 1972, Hamdard College of Pharmacy was set up with the objective of providing education and training in all branches of Pharmacy.

The year 1989 saw the fulfillment of the dream of Hakeem Abdul Hameed, when Jamia Hamdard was given the status of deemed to be university by the Ministry of Human Resource Development on 10th May 1989. All the above named institutions set up by Hakeem Abdul Hameed and his associates were amalgamated into Jamia Hamdard

Jamia Hamdard was inaugurated by late Shri Rajiv Gandhi on Aug 1989. In his speech, the former prime minister lauded the efforts of Hakeem Abdul Hameed in setting up institution of learning which was emerging in the form of a "Deemed to be University"

Jamia Hamdard was conceived as a seat of higher learning in Unani medicine, Islamic studies, Biosciences,

Pharmacy, Nursing and other areas of knowledge. Over a period of last ten years, Jamia Hamdard has emerged as an outstanding institution of higher learning with distinct and focused academic programmes. Graduate programme in Information Technology and Computer Applications and post graduate programmes in Information Technology and Computer Applications, Business management, Physiotherapy and Occupational Therapy have been started in the last few years.

8.1 UNIVERSITY LIBRARY

HAKIM MOHAMMED SAID CENTRAL LIBRARY

University Library is one of the oldest Institutions of Jamia Hamdard. It was established in 1960 with a small beginning as a library attached to Hamdard Dawakhana(Wakf). The Library was moved to new campus of the erstwhile Institute of History of Medicine and Medical Research. After the establishment of Hamdard University in 1989, all collections were merged to constitute the Central Library of the university. Jamia Hamdard Library system consists of Central Library and six faculty libraries. The Central Library of the university was named as Hakim Mohammed Said Central Library in 1992 after the name of younger brother of the founder, Late Hakeem Abdul Hameed Saheb. Since then, the library has been acquiring quite a large number of resources in conventional and non-conventional form. The

library has more than 1.75 lakhs items including 30,000 rare books,18,500 back sets of journals.

Library subscribes foreign and Indian journals. It has acquired quite a large number of CDs, micro-films, micro-fiche and more than 4000 manuscripts in Urdu, Arabic and Persian languages. The Library system has been automated and networked. It has installed computer terminals on all the floors of the Central Library. All the teaching, non-teaching staff, and students of the university are issued barcoded membership cards. They are now borrowing/returning books on automated mode. This library is very rich in oriental collections on different languages including Urdu, Arabic, Persian, etc. The Central Library is named as Hakim Mohammad Said (HMS) Central Library. It is located in erstwhile Institute of Islamic Studies building. Five faculty libraries namely F/o Science library, F/o Medicine library, F/o Nursing library, F/o Pharmacy library and F/o Medical & Allied Health Sciences library are located in their respective buildings. F/o Islamic Studies library is located in the First Floor of Central Library building.

8.1.1 Important developments

The University Library of Jamia Hamdard has established two important elements in its library in the recent past years , the Museum and the Book Bank.

I. MUSEUM

The museum is housed on the ground floor of the Central Library building. It comprises sculptures, glass and porcelain exhibits, instruments, documentary material, charts, diagrams, etc., giving a comprehensive idea of the evolution of medicine from the pre-historic and proto-historic times to the modern world. It has three fold purposes. It helps:

(a)   Teaching of science and culture.

(b)   Tracing the history of development of medicine.

(c)   Assisting research scholars.

The display covers all great civilizations of the world and helps both medical students and laymen to grasp the amazing dimensions of science and art of healing.

II. BOOK BANK

Book Bank for Economically Backward students has been set up in the Central Library in 2003-2004. It has started functioning since 15th September 2003. Presently, the Book bank has more than 2500 books for the students of seven faculties: F/o Science, F/o Medicine, F/o Pharmacy, F/o Nursing, F/o Management Studies & Information Technology (MSIT), F/o Islamic Studies, and F/o Medical & Allied Health. The Deans of faculties/DSW will identify and recommend names of students having weaker economic background to the University Librarian at the beginning of the academic session.

Later on the names of general students may also be recommended by Deans/Heads of the faculties/Deptts. who may be considered on first come first served basis if there are more books available for loan in the Book Bank. Number of books may be borrowed by each student will be as under:

Diploma/Certificate.....　　1 title only

Under-graduate............　　2 titles only

Post-graduate............　　3 titles only

8.1.2 SECTIONS

The university Library of Jamia Hamdard is named as Hakim Mohammad Said (HMS) Central Library. It is located in erstwhile Institute of Islamic Studies building. The library has following main sections

1.　Science Book Section

2.　Periodical Section

3.　Textbook Section

4.　Manuscript Section

5.　Theses/Dissertation Section

6.　Book Bank Section

The name of these above sections shows their respective collections. The layout of these sections in the library is shown by the following table:

Ground Floor	Second Floor	Third Floor
University Librarian	Asstt. Librarian(Circulation	Social Science Section(English)
Office of the University Librarian	Science Book Section	Social Science Section(Oriental)
Deputy Librarian	Periodical Section	Current Journal Section(Social Sciences)
Assistant Librarian (Technical)	Reading Hall--I	Reading Hall--II
Acquisition Section	Textbook Section	Malik Ram Collection
Technical Processing Section	Manuscript Section	Mufti Collection
Membership Section	Thesis/Dissertation Section	Malhotra Collection
Reprographic Section	Book Bank Section	Azad Collection
Art & Calligraphy Unit	Xeroxing facility	Badauni Collection
Binding Section	Visitor's Reading Room	Dr Tanveer Alvi collection
Museum	CD Collection	Hyderabad Collection

8.1.3 LIBRARY COLLECTION

Library resources have been categorised under four types of collections:

I.   Conventional Collection

II.   Non conventional Collection

III. Special Collection

IV.   Manuscripts

I.   Conventional Collection

Under Conventional collection, the library holdings exceed 1.75 lakhs items which include books, bound volumes of journals, rare books, manuscripts, etc. The library subscribes Indian and foreign journals covering Medicine, Pharmacy, Nursing, Biotechnology, Toxicology, Computer Science, Management Science, Religion and Social Sciences.

II.   Non-Conventional Collection

Under Non-Conventional collection, there are microfilm rolls, very rare manuscripts, microfiches, 2 CD-ROMs databases -MEDLINE and TOXLINE, and a large number of CDs covering Computer Science, Management Science, Medicine, Pharmacy, Nursing and other fields.

III.   Special Collections

The library has some special collections, which were donated by renowned scholars of India. These collections are:

Name of Collection	Name of Donor & Year of Donation	Languages	Location
Naziria Collection	Maulana Nazir Hussain 1982	Urdu,Arabic andPersian	Central Library
Malik Ram Collection	MalikRam 1995	Urdu, Arabic and Persian	--do--
A.R. Mufti Collection	Mufti Atiqur Rahman Usmani 2000	Urdu, Arabic and Persian	--do--
Malhotra Collection	Dr. Rajinder Kumar Malhotra 2002	Urdu, Arabic and Persian	--do--
Azad Collection	Asrar Ahmad Azad 1990	Urdu,Arabic and Persian	--do--
Badauni Collection	Tayyib Baksh Badauni 2001	Urdu,Arabic and Persian	--do--

Dr. Tanveer Alvi Collection	Dr.Tanvir Alvi 1997	Urdu,Arabic and Persian	--do--
Hyderabad Collection	Anjuman Taraqqi Urdu, Hyderabad 1980	Urdu,Arabic and Persian	--do--
American Collection	American Embassy, New Delhi 2003	English	
Qasmi Collection	Maulana AkhlaqHussain Qasmi 1999	Urdu, Arabic and Persian	

IV. MANUSCRIPTS

The Central Library has about 4000 manuscripts, having great research value. They are mostly in Urdu, Arabic and Persian language dealing with almost all important areas in the field of Islamic Studies, Medicine and different branches of science. Most of these manuscripts are handwritten by the authors. Printed catalogues of manuscripts of different libraries in India are also available for consultation in the section.
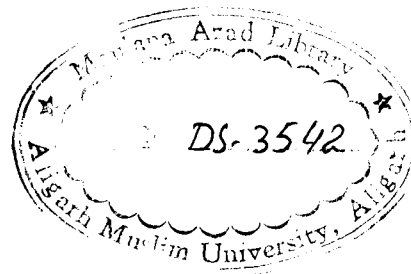
SOME IMPORTANT MANUSCRIPTS

1) Title: Majma-ul-Bahrain
   Subject: Hinduism
   Author: Mohammad Dara Shikoh
   Language: Persian

2) Title: Katha-e-Naras
   Subject: Hinduism
   Author: Not known
   Language: Persian

3) Title: Sharh Al-Quran Al-Mueeni
   Subject: Tafseer
   Author: Khwaja Khwand Mueenuddin
   Language: Persian

4) Title: RISILAH ARISTOTALIS
   Subject: Medicine
   Author: Aristotle (Aristu)
   Language: Persian

5) Title: FAWAID AL-INSAN
   Subject: Medicine
   Author: Fidai Dawai Lahji
   Language: Persian

8.1.4 LIBRARY SERVICES

Quality of library depends upon its services. It does not depend on its huge resources, big building and large number of employees. In order to provide maximum possible services with the present infrastructure Jamia Hamdard library has planned its services in two modes:

I. Conventional Services

II. Online Services

I. Conventional Services

Under conventional mode, the library is providing following services:-

A. Circulation service

B. Reference service

C. Reprographic service

D. Bibliographic service on demand

E. Inter-library loan

F. Press Clipping service

A) Circulation service

The bonafide members are entitled to take books on loan at the following scale:

Category of Member	Number of Book
Undergraduate Students	2
Master's degree Students	3
Ph D students	4
Teachers	5
Readers	6
Professors	8
Sr. Library & Administrative staff(Class-I and above)	5
Other administrative staff	3
Special Members	2

Non-teaching staff will not be allowed to borrow text book. Members shall be responsible for any loss/damage which the library may suffer through the loss or misuse of Reader's Tickets.

B. References Service:

The library has a separate collection such as almanacs, atlases, bibliographical and language dictionaries, handbook and directories, etc. The reference books are not issued to the students. Reference services provide assistance with subject guides on finding and using materials and library instructions and research consultation.

C. Reprographic Service

The library provides reprographic service to its users. Users can get the Xerox copy of any article or document from the library

D. Bibliographic service on demand

Dr. Zakir Husain Library also provides bibliographic services to the users. Users sometimes need bibliography for the literature search in their specific subjects. They can ask the library to provide bibliography. Users also needs bibliographies for their theses and dissertations.

E) Inter library loan

Inter library loan has the following conditions:

(a) On the request of the other universities, research institutions, educational institutions and well-established libraries, the books and other materials belonging to Jamia Hamdard Central Library have been issued on Inter

Library loan basis subject to getting the same cooperation from the other side too.

(b) The HMS Central Library extends cooperation in providing Practical Training to the students of Library Science on the recommendation/request by their recognised institutes.

(c) The HMS Central Library also extend professional cooperation in providing expert advice to the libraries or other institutes or colleges and / or universities.

(d) Recognised institutional member(s) of DELNET can become member to get books on inter-library loan system.

F.   Press clipping service

A unique feature of library is its 'Press Clipping Service'. The founder of Jamia Hamdard, late Abdul Hameed started building up of a collection of Press Clippings from the days of partition of India relating to the fields of Unani Medicine, Pharmacy, Nursing, Education, Religion, etc. Research Scholars, academicians and many administrators uses this collection. Today this collection has grown up to 1 lakh.

II. Online Services

Under online mode library is providing

➢ Internet Access Facility

➢ Access to UGC-INFONET e-Journal Databases

➤ CD-ROM Search Facility

➤ <u>Catalogue Databases of books, journals and theses/dissertations search services</u>, etc

8.1.5 USE OF INFORMATION TECHNOLOGY

I.   <u>Online Public Access Catalogue(OPAC)</u>

Computer terminals have been installed on all the floors of the library. Students are using this facility and are being benefited immensely. Three faculty lOibraries: F/o Science Library, F/o Pharmacy Library and F/o Nursing Library, are automated.

Students are provided barcoded membership cards and they can borrow books from their faculty libraries and central library. Over and above, user communities are being served by following facilities: Xerox facility, CDROM databases(MEDLINE and TOXLINE) search facility, consultation of manuscripts, etc. This library is very rich in oriental collections on different languages including Urdu, Arabic, Persian, etc. Computerization of all the Urdu, Arabic and Persian books has been completed by using UNICODE interface module of LIBSYS package and linked with the English Book database, Journal database, Theses / Dissertations database and database of CDs on many subjects of interests. Any user from any part of the world may access the databases by visiting the university Web sites:

<u>http://www.jamiahamdard.ac.in</u>

<u>http://www.jamiahamdard.edu</u>

II.   PROVISION OF ONLINE JOURNAL

Jamia Hamdard library provides access to <u>Online journals</u>, which are free against the subscriptions. Any user in the Campus, who is connected with Campus Network having INTERNET and INTRANET connectivity may access these Online journals.

III.   MEMBERSHIP WITH DELNET

University Library of Jamia Hamdard has been a member of DELNET(Developing Library Network) since 2004. All the *teaching staff, research scholars, students and others are making use of the services rendered by DELNET.* The complete database of the library is available world wide on the INTERNET through Web OPAC . Any user from any part of the world may access the database by visiting the university Web Site:

http://www.jamiahamdard.ac.in and
http://www.jamiahamdard.edu

IV. ONLINE REFERENCE SOURCES

a)   General Encyclopaedia

b)   Technical Encyclopaedia

c)   Encyclopedia Britannica

d)   Webster's Online Dictionary

e)   Dictionary.com

f)   Online Dictionary of Nanotechnology

Beside all these, the library is providing the facility of j-gate to its users to access the e-journals and e-books.

V. INTERNET FACILITY

The library is providing the internet facility to its users. The bonafide members can access the internet by showing there identity cards to the incharge of internet section. The internet facility is available for 12 hours.

CONCLUSION

A library is regarded as a social institution therefore it is expected to perform certain functions. The libraries are of such types: National library, Public library, Special library, Academic library, School library, College library, University library. A university library is a library attached to a university. It exists to cater to the needs and requirements of students and teachers and to support the teaching and research programmes of the university. The Library of Jamia Millia Islamia, Dr. Zakir Husain library was established with the establishment of the Jamia in 1920. The library was started first with a small collection donated by Maulana Mohdl Ali Jauhar.

The University Library of Jamia Hamdard was established in 1960 with a small beginning as a library attached to Hamdard Dawakhana(Wakf). After the establishment of Hamdard University in 1989, all collections were merged to constitute the Central Library of the university. The Central Library of the university was named as Hakim Mohammed Said Central Library in 1992.

Chapter -III
Collection Development

CHAPTER-3

COLLECTION DEVELOPMENT

3.1 What is collection development

The basic components of the library are books, people and building and the heart of the library lies in its collection. Collection development is the first and foremost function of any library. The term "Collection Development" includes all such activities as assessing the user needs, evaluating the present collection, determining the selection policy, co-ordinating, the selection of items, re-evaluating and storing parts of the collection, and planning for resource sharing. Thus collection development is not a single activity but a group of activities. Acquisition is usually distinguished from collection development. Acquisition refers to the process of verifying ordering and making the payment for the required materials.

Definitions

1. Joseph C. Shipman has defined collection development as "the sum total of library materials; books, manuscripts, serials, government documents, pamphlets and microfiche, punched cards, computer tapes etc. that make up the holdings of particular library. In othe

words, it is planned, systematic development of an already existing collection"[5].

2. ALA Glossary defines collection development as "The process of planning a stock acquisition programme not simply to cater for immediate needs, but build a coherent and reliable collection over a number of years, to meet the objectives of the service. The term demands depth and quality of stock, and includes associated activity towards exploitation of the collection through publicity and staff training etc.".

3. 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 thousands of decision to sensitive provision of needed research materials, the capacity to make the parts fit the needed whole." [6]

Collection development is sometimes considered as synonymous to "collection Building" which means that there is already nucleus of collection in the library and the librarian is going to build up the collection. But collection development is other than collection building since the word development implies qualitative improvement of the collection. That is why

[5]. Shipman, Joseph C, Collection building, Colorado, Libraries Unlimited, 1975. p. 176.
[6] Mosher, G.L., Book selection, Massachusetts, M.I.T. Press, 1972, p. 211.

Shipman has said "Building a collection may occasionally involve the selection and acquisition of ....materials ab initio but in most cases it is likely to mean the planned systematic development of an already existing collection".

Therefore, the collections have to built systematically and continuously. It is said that developing the collection is one of the most important and responsible activities in the library. In fact, the utilization of library depends upon the quality of its collection. So, librarian has to be play a significant role in developing collection. The collection development in libraries has to be done on sound principles, only then the library can succeed in meeting its defined aims.

The objective of collection development is to build a library collection which will supply a continuously expanding store of useful information to support and enrich the programs of its parent organization. In order to provide the best materials for the implementation of its duties, the library requires guidelines for collection development. The policies which are, of necessity, subject to review as needed, form the framework for building the library's collection.

Collection development is a plan which can be implemented and evaluated. It is a process of intertwining of (i) information resources (ii) information use and user demands and (iii) fiscal resources. The process involves mainly three aspects.

(i)   Collection planning

(ii)   Collection implementation

(iii)   Collection evaluation

A collection planning is a design for acquiring documents as determined by the needs, goals and objectives of the library. Collection implementation is the process of making documents accessible for use and collection evaluation connotes examining and judging the relevance in relation to the goals and objectives.

Use
&
User Demands
(Cluster of Demands)
1

Collection
Planning A

Collection
Evaluation
C

Library
(Cluster of
Subject
Literature
Relationships

Collection
Development
D

Information
Resources
(Cluster of
Disciplines)

Collection
Implemen
tation
B
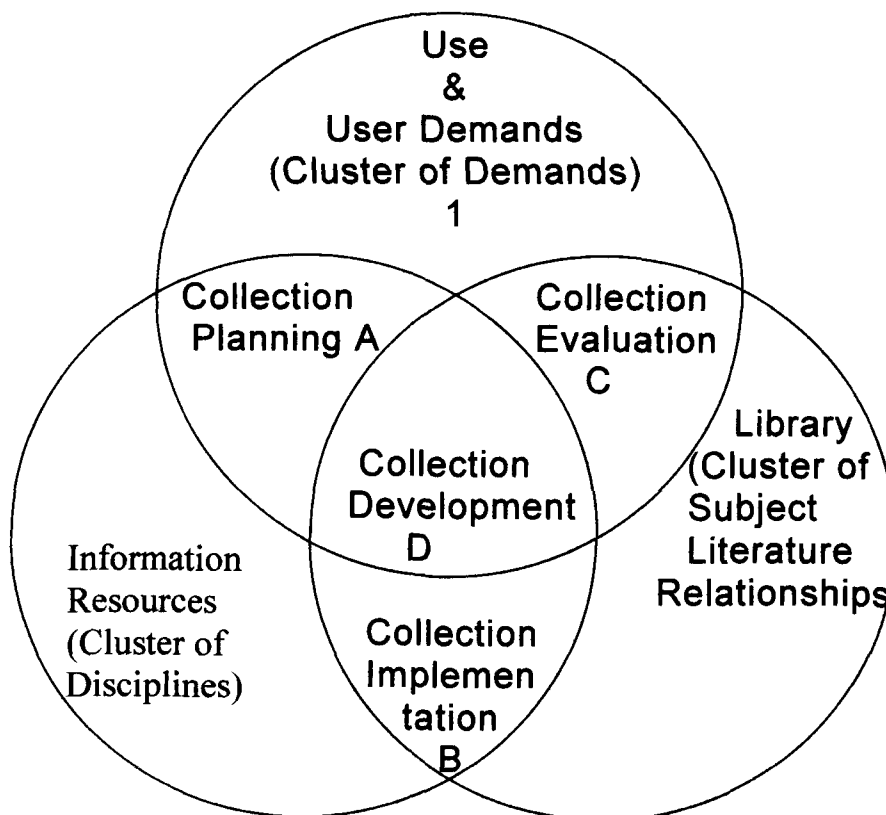
Fig. 1.

Collection Development: A Structural Approach

Fig. 1 Illustrates the interrelationship between information resources, information use and library on one hand and the process of collection development, its dependence on collection planning, collection implementation and collection evaluation on the other.

3.2 METHODS OF COLLECTION DEVELOPMENT

There are various methods of collection development some of them are discussed below:-

1. Purchase

Purchase form the major means of acquiring documents in any library. Stictly speaking, purchasing must be resorted to only when no other means is open to the library. But, most of the required items will not be available through other means and hence Purchase against specific orders becomes the most usual practice in all libraries. Also because of this, ordering procedure becomes a matter of major concern in the collection development of a library

2. Gift / Donations

Gift is an important source of developing collection and it is a welcome addition to the library. No library can afford to purchase all the reading materials needed or demanded by the

users, and so the library relies to some extent on acquiring publications through this method. Unpriced publications that are distributed free make another important category in gifts. All gift materials must be properly organized like purchased materials. A complete record should be kept of all gifts received in the library which include the donor's name, address, description of item received and date of receipt. Author, title and subject cards are to be made and stamped on the top of author card. Gifts indicating 'Received on donation', should be acknowledged thanking a donor.

3. Institutional Membership

The library may enlist itself as a member of learned societies and institutions, which publish useful materials often the membership subscription may cover the right to receive their publications either free of cost or at concessional prices.

4. Deposit System

Deposit system entitles some specially designated libraries to receive free copies of the publications brought out by government, national and international organizations, etc. there are many university libraries and state central libraries enjoying these benefits

5. Exchanges

Exchange is another important method of building up the library collection.Exchange of materials between libraries,learned societies, institutions and governments serve a number of purposes such as:

1. Procurement of out-of-print and rare books that can not be obtained from any other source.

2. Acquiring publications which are not for sale or not distributed in the usual book trade channels which is particularly true in case of foreign government documents and reports.

3. Obtaining government publications on a regular basis.

4. Using to best advantage the duplicates of a library as well as its own publications or those of the parent organisation by offering them in return for publications not represented in the library's collection. It is thus a valuable source for filling up the gaps in the collection. Exchange also promotes goodwill among the libraries especially at the national level.

3.3 PRINCIPLES OF COLLECTION DEVELOPMENT

Collection development or Selection of materials for a library, requires sagacity, skillfulness and attention to people's

needs for everything from books and periodicals to films and recordings'. The type of library is a major factor that influences selection. A good selector or a librarian should have a substantial tolerance and flexible attitude to enable to cater for the varied needs of the users. He must be capable of telling dispassionately what is the best, and why, and for whom. At the same time, he should also be aware about his resources budget, manpower, space, etc.

Selection of reading materials is both an art and a science. The principles of selection are important and should be given due weight. There are some prominent principles of collection development in a library

1. Drury's Principles

The basic principle, which still governs the selection of reading material for a library, was enunciated by Drury in 1930. it states: "To provide the right book to the right reader at the right time". The reader is the central theme. It is to be provided when the reader needs it for use. The selector should know the readers and their requirements. He should select only that material which caters to the informational, educational and recreational needs of the readers. The selected material should be procured expeditiously to be made available to the user when he needs it. Knowing the needs of the readers and knowing the documents which can meet these needs is important in making the selection of documents but more important than this is the

creation of an efficient mechanism to ensure the availability of the selected material at the right time.

The librarian called upon to select documents for a library should have a sufficient acquaintance with library's clientele. He is supposed to know the interest of the community he is serving, as also the interest and reading habits of the individuals forming that community. Only then he can visualize their reading needs and demands. Adequate knowledge of the interests, activities, institutions and other aspects of the community may prove helpful in this respect. Users surveys are also useful in finding out readers' needs. All efforts should be made to find out the specified as also unspecified needs of the users. The second aspect is to know the documents. The selection should be able to evaluate the contents of the documents for their worth and value. He should be a critical judge of documents. He should know the publishers and sellers of quality documents and their specialties. He should have basic knowledge of textual and physical characteristics of documents. Good knowledge of the bibliographical tools and a regular use of these can be helpful to the selector in knowing, the documents and the information they yield better.

An adequate knowledge of the selector about the information needs of the users on one hand and about the documents and their contents on the other will surely enable him to provide the right book to the right reader. Administrative

efficiency of the library will make the selected documents available to user at the right time when he can make the best use of them.

2. Dewey's Principle

Melvil Dewey's principle states: "The best reading for the largest number at the least cost". According to this principle a library should select within the financial resources available the best documents which may satisfy the information needs of the maximum number of readers.

The term 'best' is relative. It means a document which "may be the best in its own field, the best that will be read, the best of which good use will be made, the best that will answer a certain demand". The best documents are those which satisfy the just demands of the users for recreation, knowledge and study; the documents which cater to the social and cultural needs of the users. A classic or a master piece may not be in demand for the time being, but it is the best book to be selected for its literary worth and for its use to the coming generations.

The second part of Dewey's principle for the largest number refers to the users of the library and their informational needs, specified or unspecified. Our selection of documents should be such as to satisfy as many readers as possible the limitation of resources notwithstanding. This is possible when we know our readers and then reading needs.

The last part of the principle at the least costs reminds us that the book budget of a library is never adequate enough to meet all the informational needs of the users. The purchases of documents at higher discount, availing of special sales of books at concessional rates, acquisition of documents by gift and exchange are some of the methods to save the limited funds for more purchases. The suggestion is that whatsoever is to be bought must be bought, but with an eye on strict economy. At the same time it should be seen that this economy does not result in the development of a poor book collection consisting of cheap books by incompetent authors. The principle expects us to be careful in our selection and economical in our purchases to ensure optimum satisfaction to the maximum number of our readers.

3. McColvin's Demand Theory

L.R. McColvin advanced his Demand and Supply Theory of Book Selection in 1925. He states, "Books in themselves are nothing. They have no more meaning than the white paper upon which they are printed, until they are made serviceable by demand. The more closely books selection is related to demand, the greater is the resultant and possible service". The term 'supply' refers to the availability of reading material in all its varieties. Demand, on the other hand means expressed and unexpressed informational needs of the users. This theory advocates the selection of only those documents which are

demanded by the users for their information needs. Demand for documents, however, should be differentiated according to its volume, value and variety. Whereas the development of the collection should be need based, at the same time it should be seen that we develop a balanced collection. No document of value should be left out even if demand does not exist for it. Such documents are likely to be in demand in future. It should also be seen that no section of the users is over emphasized or neglected.

4. Ranganathan's laws and Document Selection

Ranganathan's first three laws of Library Science are helpful in formulating the principles of document selection.

The first law makes it obligatory that only those documents should be selected which are of use to the clientele of a particular library. While selecting the documents, the present and potential requirements of the users must be kept in view. A school or public library should avoid the selection of costly books which re not likely to be in frequent demand. For a children library, the books should be illustrated, in bold typeface and attractive.

The second law of library science every reader his book directs the selector to cater for the informational needs of all the users of the library. The subject or the language or the style of exposition of documents to be selected should be in accordance

with the requirement of the users. This is possible only when the selector of document know the users and their requirements well.

The third law of library science every reader his/her Book suggests that all efforts should be made to put to use those documents of value which have been selected in anticipation of the needs of the users.

5. Haines' Principles

The following two principles of Haines are also useful for document selection. These advocate that the development of collection should b e balanced and unbiased.

i. Each library should be built up according to a definite plan on a board general foundation. Its development must be flexible, but constant attention must be paid to the maintaining of just proportions as a whole, so that certain classes will not be over-emphasized and others neglected. The needs of the library exist and should be met, as well as the need of the reader.

ii. Finally, the basis of selection be positive, not negative. Librarians should select books which will be of service to somebody. He should not exclude any item because somebody feels or thinks that the though contents will do harm.
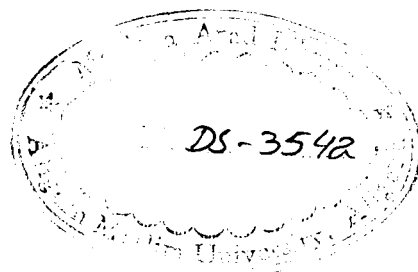
3.4 Library Budget

Budget is defined as, "an estimate, often itemized, of expected income and expense, or operating results, for a given period in the future[7]". Thus a library budget is an estimate of exacted income and expenditure of the library for the coming year. Budgeting in libraries is usually done on yearly basis.

By means of a budget, a library is able to limit its expenditure to income. In addition, a budget enables it to do spending in a systematic manner.

Budgeting is considered important from the administrative point of view as "it serves as an effective management tool. It gives over all direction; it coordinates all administrative functions by guaranteeing exchange of information on policies, programs, and finances; it insures automatic, regular consideration and re-evaluation of long range plans. Budget making also provides the occasion for periodic review and reassessment of the changing needs of he library's constituency and resources[8]." Budget is crucial to the success of a library towards meeting the needs of its faculty and students.

Budget is affected by the following factors:

(i)   Size of library in terms of collection, users, staff and scale of its operations,

[7] Random house dictionary of the English language, New York, Random House, 1964, p. 193.

[8] Elzebeth Stone, Training for the improvement of library administration Urbana, University of Illionois, Graduate school of library science, 1967, p. 62.

(ii)   Kinds of library services

(iii) Types of users served

(iv)   Location and its physical arrangements

(v)   Period covered

3.4.1 Budgeting techniques

(I)   Line-item Budgeting

This is the most common type of budget. Here the expenditure is divided into broad categories such as:

➢ Salary and wages,

➢ Books, periodicals and other reading materials,

➢ Binding

➢ Equipment

➢ Heating, lighting, water and telephone,

➢ Stationery, printing, supplies,

➢ Insurance,

➢ Miscellaneous.

It is possible to list items within broad categories. However, this brings in inflexibility, whereby money from one item can not be shifted to another one easily.

(II) Lump Sum Budgeting

In this approach, a certain amount of money is allocated to the library. The library decides as to how that amount is going to be allocated to different categories. This gives considerable freedom to a librarian to allocate funds.

(III) Formula Budgeting

Here predetermined standards are applied for allocation of money. The formula is mechanical and easy to prepare. No skills are necessary to prepare and administer formula budget.

(IV) Performance Budgeting

It "bases expenditure on the performance of activities and emphasizes efficiency of operations[9]". It gives justification for and description of services to be achieved by the proposed programme.

□
[9] Stueart, Robert D. and Eastlick, John Taylor, Library management, Littleton, Colo., libraries Unlimited, 1977, p. 166.

(V)   Programme Budgeting

Here the library is concerned with all its activities but individual items or expenditures are ignored. The amounts are allocated to programmes or rendered.

(VI)   Zero based Budgeting

"The term zero base is derived from the first steps in the process the development of a hierarchy of functions based on the assumption that the unit or agency is starting operations for the first time point zero basically, it is not concerned with what happened previously but rather with what is required to be done in future.

There may be four phases involved generally in ZBBS that is construction; planning; budgeting and control.

3.4.2   Items in the Library Budge

The library budget usually includes the following items

✓ Books

✓ Periodicals

✓ Back sets periodicals

✓ Furniture

✓ Building

✓ Salaries

✓ Stationary

✓ Binding Materials

✓ Equipments and machinery

✓ Rent

✓ Insurance

✓ Lighting

✓ Transport, postage

✓ Miscellaneous

3.4.3 Objectives of Library Budget

✓ To present a statement of estimated revenues and expenditures for a give period of time.

✓ To serve as a plan for the efficient and effective coordination of resources and expenditure during a particular period of time.

✓ To serve as a basic financial control mechanism.

✓ To serve as a device for evaluating results.

✓ To serve as a forecast, of the means of carrying the plan into effect, a current guide, cost summary of operations, etc.

✓ To serve as a tool for the management

✓ To form the basic for the formulation of future policy

3.4.4 Factors to be considered in Budget

✓ The type of organization academic, industrial, research of which it is a part

✓ The size of the organization

✓ Whether the library budget is independently prepared or whether it forms part of the general budget for the organization

✓ The type of users of library service

✓ The document collection

✓ The services offered by the library etc.

✓ Adherence to budgetary plans unless otherwise

3.4.5 BUDGET ALLOCATION IN A UNIVERSITY LIBRARY

According to Ranganathan, the annual recurring expenditure of a university library should be as follows:
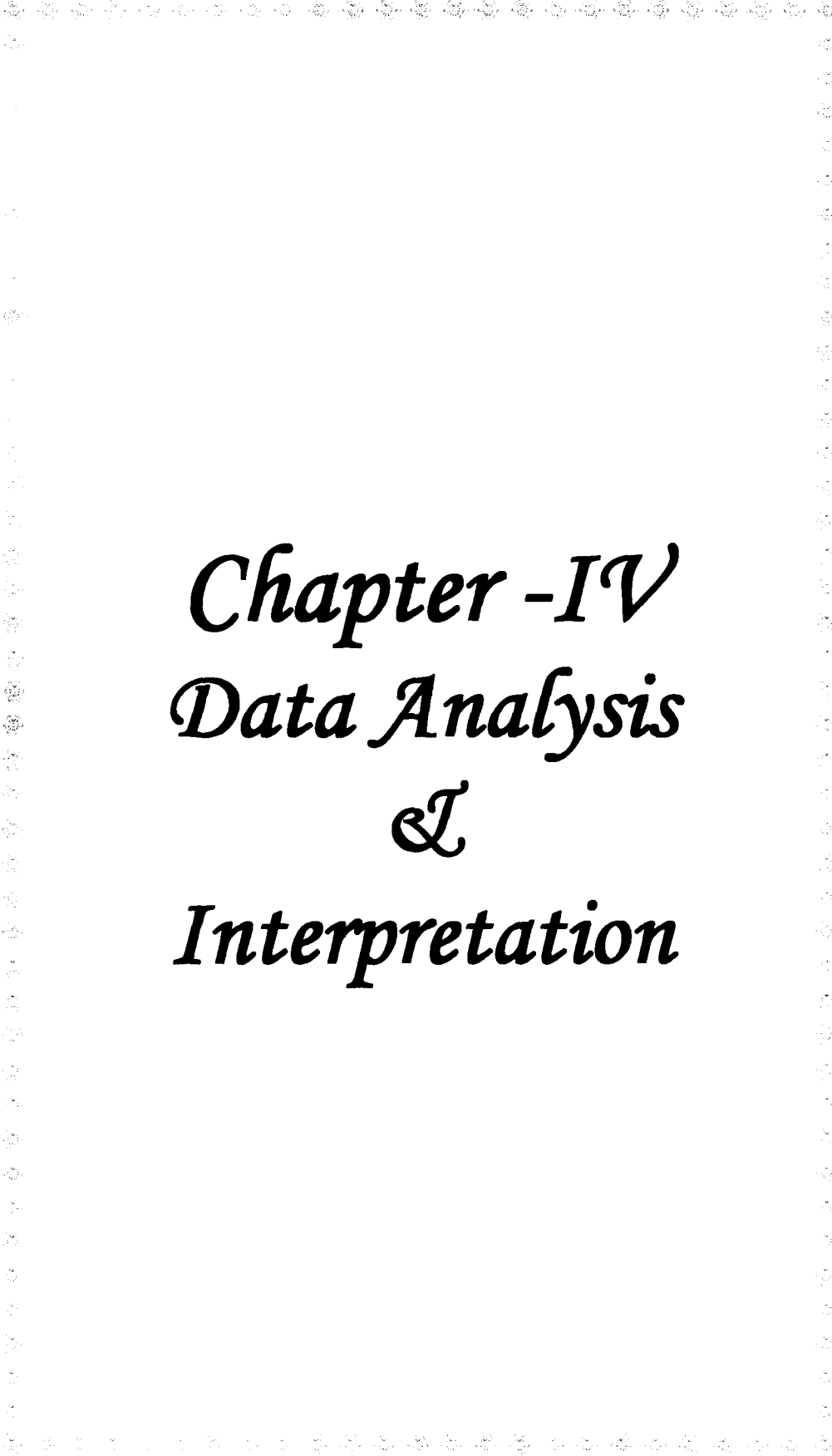
Expenditure on reading materials   40%

Staff salary   50%

Other expenditure such as those on provident fund

contribution, binding and other contingencies   10%

Conclusion

A library collection consists of documents of different types. Each type of documents has its own importance and value. A comprehensive, balanced and up-to-date collection is to have documents of different types in various physical forms to satisfy the informational needs of the users.

To select documents of all types for building up and effective library collection, some established principles of documents selection are to be followed. Those enunciated by Drury, Dewey, McColvin provide due guidance and are quite helpful.

A library budget is an estimate of exacted income and expenditure of the library for the coming year. Budgeting in libraries is usually done on yearly basis. By means of a budget, a library is able to limit its expenditure to income. In addition, a budget enables it to do spending in a systematic manner.

Chapter -IV
Data Analysis
&
Interpretation

CHAPTER-4

DATA ANALYSIS AND INTERPRETATION

To evaluate the collection of Dr. Zakir Husain Library. Jamia Millia Islamia, Delhi and Hakim Mohammad Said Central Library, Jamia Hamdard, Delhi a questionnaire was prepared for collection of data. The collected data centered around the following points:

(1) Library Budget

(2) Library Collection

→ Book form

→ Non book form

→ Manuscripts

(3) Selection of study material

(4) Selection tools

(5) E-Journals

(6) Automation

(7) Resource Sharing

The collected data has been presented in form of various tables to find out the various aspects of the topic under study.

(1)   Library budget

The data collected regarding the budget of the libraries under the purview has been presented in the following tables.

Tables 1.1 presents the annual budget and table 1.2 deals with annual allocation of budget and table 1.3 shows the additional budget of the two libraries.

Table 1.1

Total Budget

Budgets	Dr. Zakir Husain Library (JMI)	HMS Central Library (JH)	Difference
Plan	1,81,17000	59,00000	1,22,17000
Non-plan	45,00000	13500000	90,00000
Total	2,26,17000	1,94,00000	

The analysis of the above table shows that the total sum of plan and non plan budget of Dr. Zakir Husain Library (JMI) and HMS Central Library (JH) is 2,26,17000 and 1,94,00000 respectively. The plan budgets of JMI exceeds by 1 crore 22 lakhs and 17 thousands from the plan budget of JH while the non-plan budget of JH exceeds by 90 lakhs from the Non-plan budget of JMI.

Total Budget

Chart showing Total Budget comparison between libraries. JMI: 22617000, JH: 19400000. Y-axis labeled "Budget (in crore)" ranging from 17000000 to 23000000. X-axis labeled "Libraries".
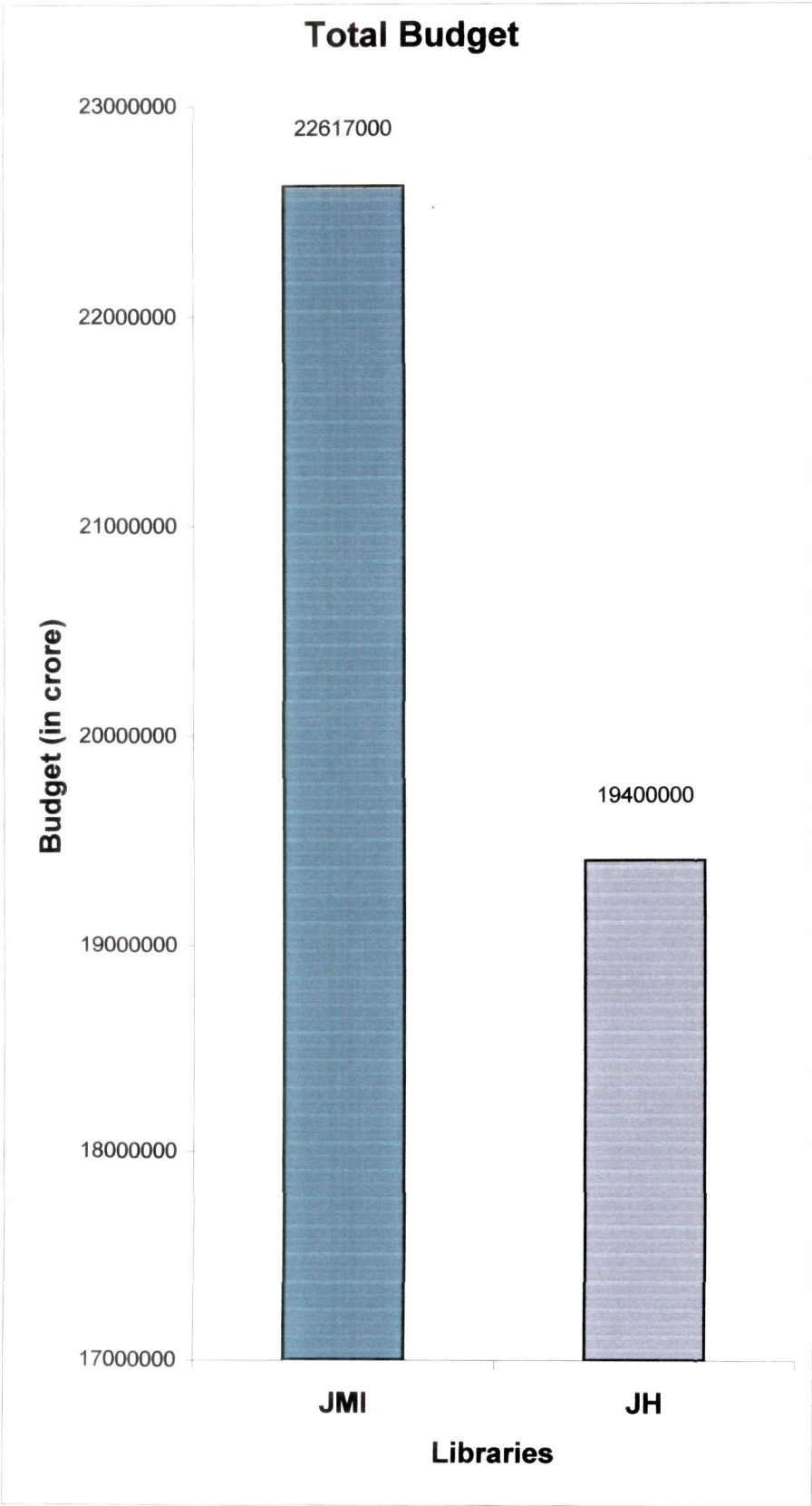
Table 1.2

Annual Budget Allocation

Items	Annual budget Allocation	
	Dr. Zakir Husain Library (JMI)	HMS Central Library (JH)
Books	36,23400 20 % of plan budget	42,00000, 71% of plan budget
Periodicals	45,00000 100% of the non-plan budgets	16,00000 27% of plan budget
Audio-Visuals	Nil	Nil
Microfilms/Fisches	Nil	Nil
Floppies / Magnetic tapes	Nil	Nil
CD-ROMS	Nil	Nil

Annul budget allocation for books is 20% of total plan budget in Dr. Zakir Husain Library (JMI) while it is 77%of the total plan budgets in HMS Central Library (JH). Library of JH allocates 27% of plan budget for subscription of periodicals annually while library of JMI used its whole non plan budget for the subscribing of periodicals annually.

There is no annual budget allocation for other items like audio visuals, microfilms/microfishce, floppies /magnetic tapes and CD-ROMS in both the two libraries.

Annual Budget Allocation

Chart showing Annual Budget Allocation with Y-axis "Budget (in lakh)" ranging from 0 to 5000000, and X-axis "Libraries" with categories JMI and JH.

JMI: Books 3623400, Periodicals 4500000, Audio-visuals 0, Microfilms 0, Floppies 0, CD-ROMs 0

JH: Books 4200000, Periodicals 1600000, Audio-visuals 0, Microfilms 0, Floppies 0, CD-ROMs 0

Legend: ■ Books ■ Periodicals □ Audio-visuals □ Microfilms ■ Floppies ■ CD-ROMs

Table 1.3

Additional budget

Additional budget		
Session	Dr. Zakir Husain Library (JMI)	HMS Central Library (JH)
2001-2002	Nil	Nil
2002-2003	Nil	10 lakh
2003-2004	Nil	8 lakh
2004-2005	Nil	6 lakh
2005-2006	Nil	5 lakh

Analysis of the table shows that the library of HMS Central Library (JH) uses its total additional budget for the development of book bank. The library has Rs. 10 lakh, 8 lakh, 6 lakh and 5 lakh as the additional budget from 2002 to 2006 respectively by Dr. Zakir Husain Library (JMI) has no provision of additional budget at all.

Additional Budget

Budget (in lakh)

1200000

1000000 — **1000000**

800000 — **800000**

600000 — **600000**

500000

400000

200000

Legend:
- 2001-02
- 2002-03
- 2003-04
- 2004-05
- 2005-06

0   0   0   0   0   0   0   0

JMI   JH

Libraries
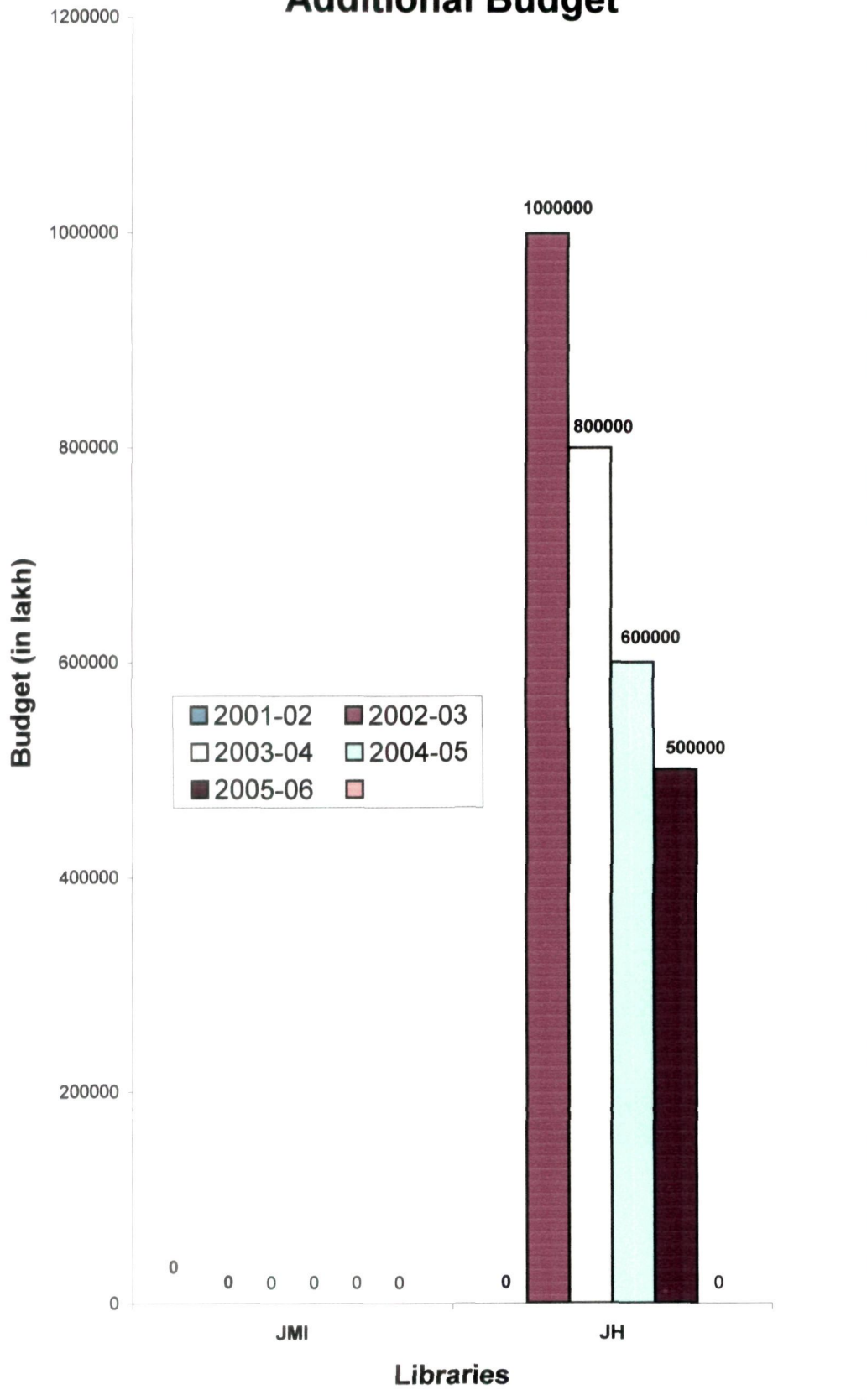
2. Library collection:

The library collection has been divided into two types

(1)   Book form

(2)   Non-book form

The collection in book form consists of

(a)   books

(b)   periodicals

The collection in non-book form is consists of :-

(a)   CD-ROMs

(b)   E-journals

The manuscripts due to their specific nature have been dealt separately. The data collected on book form , non-book form materials and also manuscripts have been presented in the following tables:-

Table 2.1

Book Form Collection

Items	Total Collection		Annual Intake	
Book form	Dr. Zakir Husain Library (JMI) %age of over all collection	HMS Central Library (JH) % of over all collection	Dr. Zakir Husain Library (JMI) %age of total collection	HMS Central Library (JH) %age of total collection
Books	304038 83.7%	135000 83.7%	14075 5%	4500 3.5%
Periodicals	52000 14.3%	18500 11.4%	403 1%	250 1.5%

Table 2.1 shows the total collection and annual intake of book form material in Dr. Zakir Husain Library (JMI) and HMS Central Library (JH). Analysis of the above table reveals that the total collection of books form material viz. books and periodicals in Dr. Zakir Husain Library exceeds by 202538 from HMS Central Library. The annual intake of books and periodicals also exceeds in Dr. Zakir Husain Library by 9728 from HMS Central Library

Book Form Collection

Collection (in lakhs)

- 304038
- 52000
- 135000
- 18500
- 14075
- 403
- 4500
- 250

Books Periodicals

JMI(Total Collection)   JH (Total collection)   JMI(Annual Intake)   JH(Annual intake)

Libraries
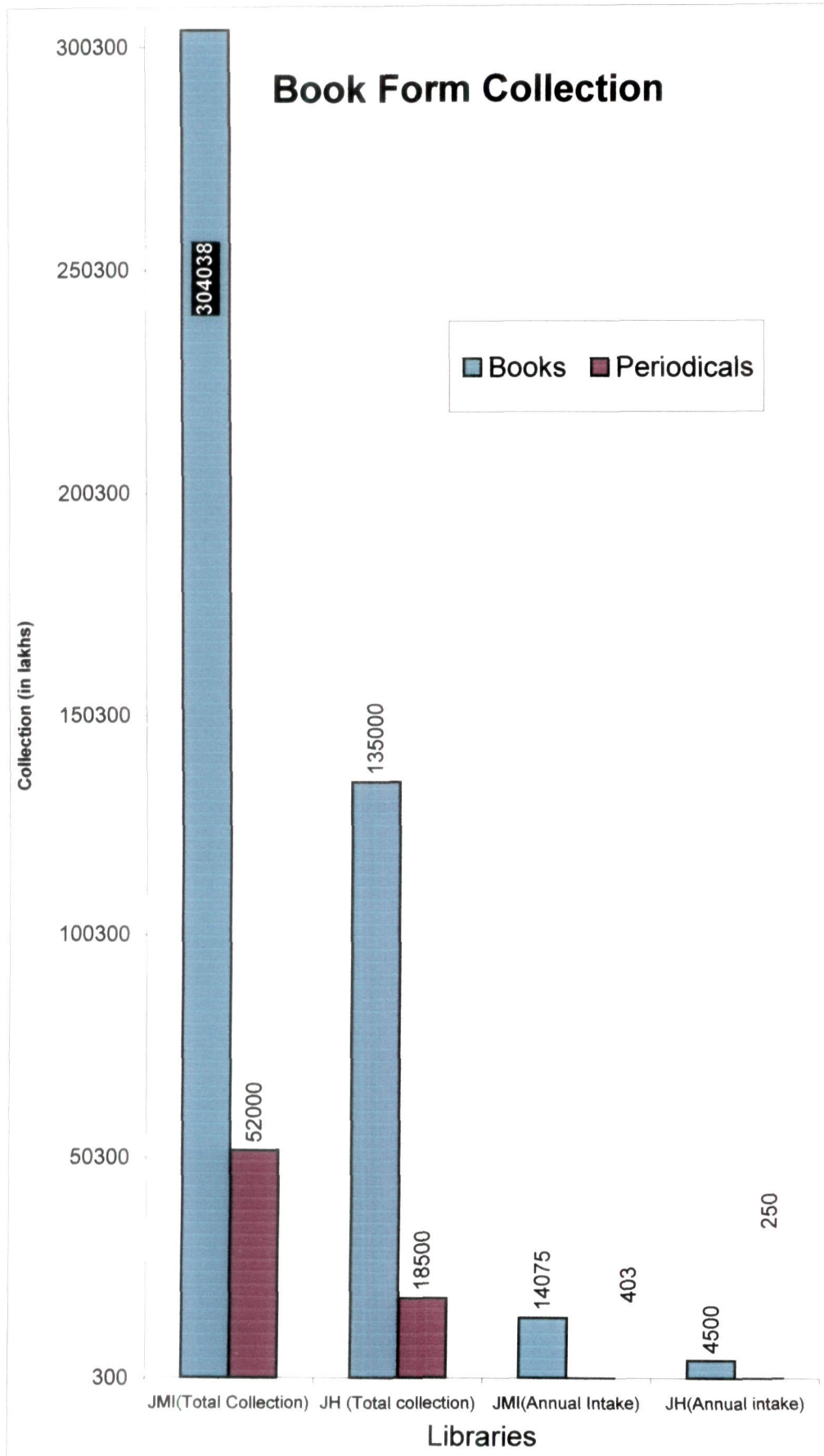
Table 2.2

Non-Book Form Collection

Items	Total Collection		Annual Intake	
Non-book form	Dr. Zakir Husain Library (JMI) %age of over all collection	HMS Central Library (JH) % of over all collection	Dr. Zakir Husain Library (JMI) %age of total collection	HMS Central Library (JH) %age of total collection
CD-ROMs	2000 0.5%	2600 1.5%	200 10%	200 8%
E-Journal	2129 0.5%	1918 1.1%	2129 100%	1918 100%

Table 2.2 shows the total collection and annual intake of non-book form material viz. Microfilms, CD-ROMS and E-journals in the two libraries under purview. The analysis shows that total collection of non-book form material is more in HMS Central Library (JH). It is exceeds by 389 from Dr. Zakir Husain Library (JMI) aware as the annual intake of non-book form material is exceeds in Dr. Zakir Husain Library by 211 from the library of Jamia Hamdard.

Non-book form collection

Chart data:

Libraries	CD-ROMS	E-Journals
JMI(Total Collection)	2000	2129
JH (Total collection)	2600	1918
JMI(Annual Intake)	200	2129
JH(Annual intake)	200	1918

Y-axis: Collection (in thousands) — 0, 500, 1000, 1500, 2000, 2500, 3000

X-axis: **Libraries**
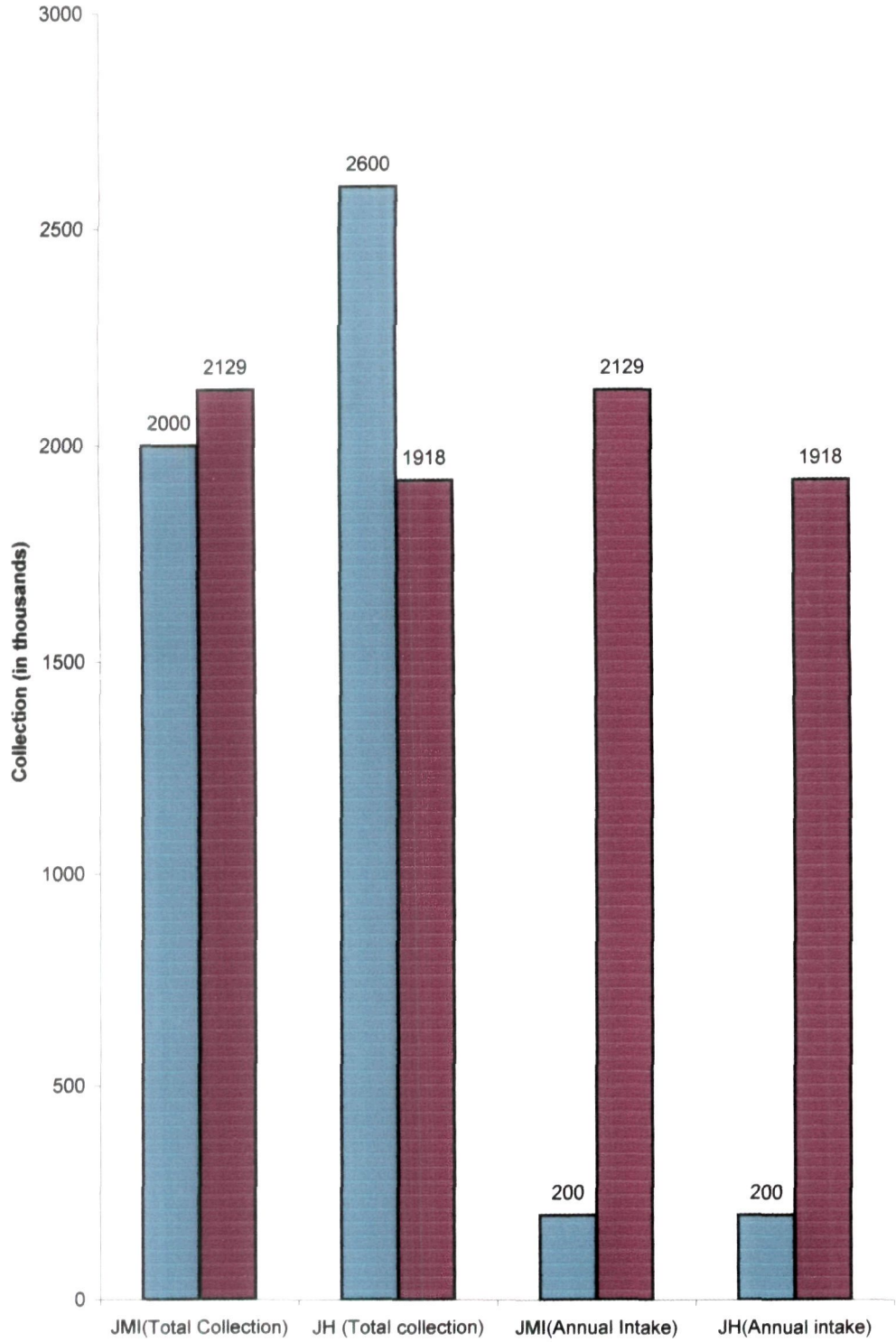
Legend: ☐ CD-ROMS ☐ E-Journals

Table 2.3

Manuscripts Collection

Items	Total Collection		Annual Intake	
	Dr. Zakir Husain Library (JMI) %age of over all collection	HMS Central Library (JH) % of over all collection	Dr. Zakir Husain Library (JMI) %age of total collection	HMS Central Library (JH) %age of total collection
Manuscripts	3000 0.8%	4000 2.5%	-	-

Table 2.3 shows the total collection of manuscripts in Dr. Zakir Husain Library (JMI) and HMS Central Library (JH). Analysis of the above table reveals that the total collection of manuscripts in HMS Central Library (JH) exceeds by 1000 volumes as compared to Dr. Zakir Husain Library (JMI).

Manuscripts

(Bar chart titled "Manuscripts" showing Collection (in thousands) on the vertical axis and Libraries on the horizontal axis)

Library	Value
JMI(Total Collection)	3000
JH (Total collection)	4000
JMI(Annual Intake)	0
JH(Annual intake)	0

Legend: Manuscripts
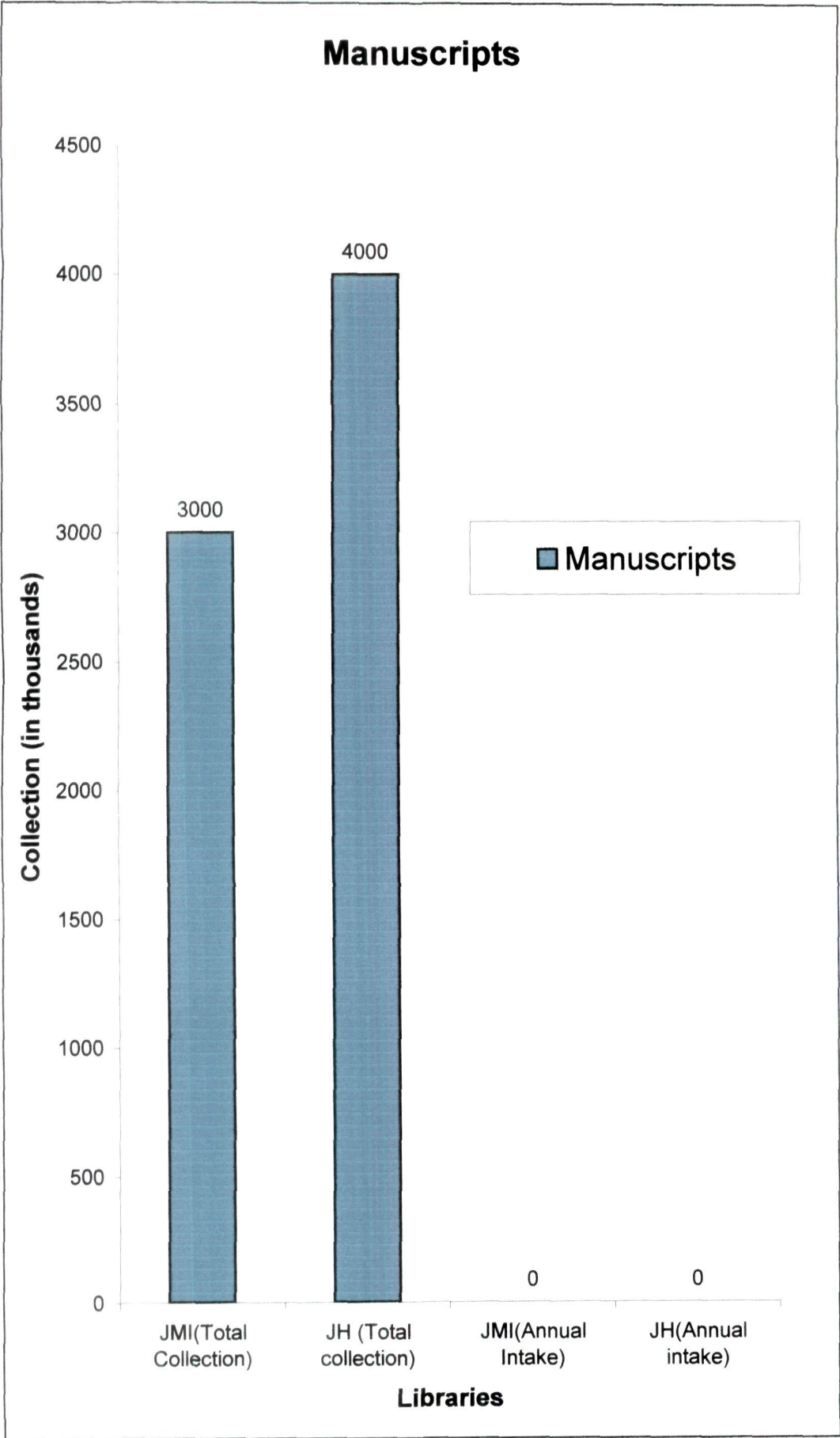
3.   Selection of Study material

The data regarding the selection of study material in the university library of JMI & JH has been presented in the tables given below:-

Table 3
Selection of study material

Selection of study material	
Dr. Zakir Husain Library (JMI)	HMS Central Library (JH)
Librarian	Librarian
Teachers	Teachers
Student's recommendations	

The table shows that the selection of study material in the HMS Central Library (JH) is done by the Librarian and teachers while Dr. Zakir Husain Library (JMI) besides librarian and teachers also considers the students recommendations for selecting the study material.

4.   Selection Tools

The data collected on the selection tools used for the selection of study material in the two libraries has been shown in the form of table below:-

Table 4

Selection tools

Selection tools used		
S.No.	**Dr. Zakir Husain Library (JMI)**	**HMS Central Library (JH)**
1.	Bibliographic tools	Bibliographic tools
2.	Reviews in books and newspapers	Reviews in books and newspapers
3.	Reviews in journals	Reviews in journals
4.	Recommendations by teachers	Internet

The analysis of the table reveals that the selection tools used for the selection of study material in Dr. Zakir Husain Library (JMI) and HMS Central Library (JH) are almost same viz. bibliographic tools, reviews in books , newspapers and journals . beside this the recommendations by teachers are also taken into consideration as a selection tool used for study material in the library of JMI while the library of JH also uses internet as a tool for selection of study material.

5. E-journals subscriptions

The table shown below present the data collected on the subscription of e-journals by the two libraries under purview.

Table 5

E-journals subscription

S.No.	Dr. Zakir Husain Library (JMI)	No. of E-journals	HMS Centre Library (JH)	No. of E-journals
1	INDEST	211	INFONET (UGC)	1918
2	INFONET (UGC)	1918		

The analysis of above tables shows that the two libraries are subscribing e-journals from INFONET (UGC) while the library of JMI also subscribes from INDEST. The number of e-journals in the library of JMI exceeds by 211 from the library of JH.

6.   Library Automation:

The data collected regarding the automation of Dr. Zakir Husain library (JMI) HMS Central Library (JH) has been shown in table 6:-

Table 6
Library Automation

S.No.	Automated operational infrastructure facilities	Dr. Zakir Husain library (JMI)	HMS Central Library (JH)
1.	Automated Acquisition	Yes	Yes
2.	Automated Cataloguing	Yes	Yes
3.	Automated Circulation	Yes	Yes
4.	Automated Classification	Yes	Yes
5.	OPAC	Yes	Yes
6.	Photocopying facility	Yes	No
7.	Microfilm / Fische Reader	No	Yes
8.	Microfilm / Fische Printer	No	Yes
9.	CD-Server	No	No
10.	RFID	No	No
11.	Internet	Yes	Yes

Analysis of the table shows that the two libraries are almost automated. They have almost the same automated operational infrastructure facilities in their library like OPAC, internet etc and also automated in house operations. The library of JH also has the facility of Microfilm / Fische Reader and Printer where as the library of JMI does not have this facility.However,none of them is found to have a CD server and RFID system.

7.   Resource Sharing

The data collected on the resource sharing aspect in the library of JMI and JH has been categorized as under

7.1.   Resource sharing arrangements

7.2.   Number of outgoing requests

7.3.   Number of incoming requests

7.1   Resource sharing arrangements

The data collected on the resource sharing arrangements made by the two libraries with other library / information centers during the last five years has been presented in the Table 7.1

Table 7.1

Resource sharing arrangements from library information cenetres

Session	Zakir Husain Library (JMI)	HMS Central Library (JH)
2001-02	All member libraries of DELNET	JMI, IIT Delhi, INSDOC
2002-03	---------Do----------	All member libraries of DELNET
2003-04	---------Do----------	---------Do----------
2004-05	---------Do----------	---------Do----------
2005-06	---------Do----------	---------Do----------

Analysis of the table reveals that during the last five years Dr. Zakir Husain library has been making resource sharing arrangements with all the libraries which are members of DELNET. Though the Library of JH is also sharing the resources with all the member libraries of DELNET since 2002. but in the year 2001-202, the resource sharing in this library was done with JMI, IIT Delhi and INSDOC.

7.2 Numbers of Outgoing Requests

The data regarding the outgoing requests of books and periodicals which had been processed within the last five years in the two library under purview has been categorized as

7.2.1 Outgoing requests for books

7.2.2 Outgoing requests for periodicals

7.2 Numbers of Outgoing Requests

The data regarding the outgoing requests of books and periodicals which had been processed within the last five years in the two library under purview has been categorized as-

7.2.1 Outgoing requests for books

7.2.2 Outgoing requests for Periodicals

Table 7.2.1 Outgoing requests for books

The table presents the data collected on the outgoing requests for books within the last five years in the two libraries under purview.

Table 7.2.1

Numbers of Outgoing Requests

Outgoing requests for books		
Session	**Dr. Zakir Husain Library (JMI)**	**HMS Central Library (JH)**
2001-02	17	25
2002-03	--	33
2003-04	32	42
2004-05	47	57
2005-06	22	65

The table shows the gradual increase in outgoing requests for books in the library of JMI within the last five years, though there is a fall in requests in the year 2005-06 and beside this there is also no outgoing request during the year 2002-03.

In case of the library of JH, the outgoing requests for books has been continuously increasing since 2001. It has been concluded that library of JMI with larger collection of books has less outgoing requests for books to that of the library of JH.

Table 7.2.2 Outgoing requests for periodicals

The data collected on the outgoing requests for periodicals in the library of JMI and JH within the last five years has been given in the table shown.

Table 7.2.2

Outgoing requests for periodicals

Session	Outgoing request for periodicals	
	Dr. Zakir Husain Library (JMI)	HMS Central Library (JH)
2001-02	4	4
2002-03	5	9
2003-04	5	16
2004-05	7	21
2005-06	10	29

The analysis reveals that the number of outgoing requests for periodicals in the library of JH is comparatively larges than in the library of JMI. But the outgoing requests are continuously increasing in both the libraries. The outgoing requests for periodicals are less in the library of JMI than in the library of JH because the total collection of periodicals is more in the library of JMI than in the library of JH.

7.3 Numbers of Incoming Requests

The data collected on the incoming requests within the last five years in the library of JMI and JH has been categorized as

7.3.1 Incoming requests for books

7.3.2 Incoming requests for periodicals

Table 7.3.1   Incoming Request for Books

The table given below presents the data collected on incoming requests for books within the last five years.

Table 7.3.1

Incoming Request for Books

Incoming request for Books		
Session	Dr. Zakir Husain Library (JMI)	HMS Central Library (JH)
2001-02	22	21
2002-03	45	32
2003-04	25	27
2004-05	32	43
2005-06	70	52

The table shows that the incoming requests for books in both the university libraries of JMI and JH are continuously increasing since 2001 but the number of incoming requests are comparatively more in the library of JMI to that of JH. The reason behind the more incoming requests for books in the library of JMI is that the library of JMI has large collection of books.

Table 7.3.2   Incoming Request for Periodicals

Table 7.3.2 Incoming requests for periodicals the table presents the collected data on the incoming requests for periodicals in the library of JH and JMI.

Table 7.3.2

Incoming Request for Periodicals

Incoming request for periodicals		
Session	**Dr. Zakir Husain Library (JMI)**	**HMS Central Library (JH**
2001-02	13	2
2002-03	15	5
2003-04	12	7
2004-05	22	11
2005-06	27	16

The table shows that the incoming requests for periodicals in Dr. Zakir Husain Library (JMI) are more in numbers than in the HMS Central Library (JH). There is a continuous increase in the incoming

requests for periodicals since 2001 to 2005 in both   university

libraries of JMI and JH. The incoming requests for periodicals is

more in Dr. Zakir Husain library (JMI) to that of HMS Central library

(JH) because the collection of periodicals is more in the library of

JMI than in the library of JH.

Chapter -V
Conclusion,
Recommendations
&
Findings

CHAPTER-5

CONCLUSION, RECOMMENDATIONS AND FINDINGS

Conclusion and recommendations

On the basis of aforesaid mentioned studies, certain conclusion are drawn and recommended are made for providing better services in the libraries under study.

1) Both university libraries of Jamaia Millia Islamia and Jamia Hamdard have good collection of all kinds of documents in book and non-book forms but comparatively the library of JMI has large collection than the library of JH.

2) In case of library budget, the library of JMI exceeds in size by the library of JH. Therefore the budget allocation for each item in JMI library is consequently larger in comparison to that of JH.

3) Selection of study materials in both the libraries is done by their respective librarians and teachers but students recommendations are however also considered in the library of JMI during the process of collection development.

4)   The selection tools that have been used in the two libraries are also same they are bibliographic tools, reviews in books and newspapers and reviews in journals.

5)   Both the university libraries of JMI and JH are automated. They have almost the same automated operational infrastructure facilities in their libraries. But there are some differences in the services provided by the two libraries. Photocopying facility has been provided in the library of JH but not in the library of JMI. Moreover the library of JH has also Microfilms/fische reader whereas the library of JMI do not have this facility.

6)   Both the libraries under purview are making resource sharing arrangements with all the member libraries of DELNET the overall incoming and outgoing requests are comparatively more in the University library of JMI to that of the library of JH.

FINDINGS

The hypotheses formulated in chapter 1 was put to test on the basis of collected and analyzed data as given below:-

HYPOITHESIS – I

The total collection of Jamia Millia Islamia library is much more as compared to library of JH. This is reflected in all kinds of documents like books, periodicals, audio visuals, microfilms/fisches, CD ROMs and E-Journals.

Data given in table 2.1, 2.2, 2.3 shows that the total collection of Dr. Zakir Husain Library (JMI) consisting of books, periodicals, CD-ROMs, E-journals and manuscripts is 363167 as compare to that of the total collection of HMS Central Library (JH) is 162018. Thus the total collection of Dr. Zakir Husain Library (JMI) exceeds that of JH library by 201149.

The hypothesis is proved thus.

HYPOITHESIS – II

The budgetary allocation in Dr. Zakir Husain Library (JMI) is much more as compared to that of HMS central Library of JH

The data given in table 1.2 shows that the budgetary allocation in Dr. Zakir Husain Library (JMI) is 8123400 as compared to that the budgetary allocation of HMS Central Library (JH) is 5800000. Thus the budgetary allocation in Dr. Zakir Husain Library (JMI) exceeds by 2323400.

So the hypothesis is proved to be true.

HYPOTHESIS-III

The procedure of the collection development of Dr. Zakir Husain Library (JMI) as well as in HMS Central Library (JH) is true a properly constituted committee meant for the purpose wherein recommendations of students as well as teachers are also taken care of in both the libraries.

At the time of selection of material, the recommendations of students and teachers are taken into consideration in both the libraries under study (table 3). However, there is no committee for the purpose of collection development in both the libraries.

So the hypothesis proved only partially.

HYPTHESIS-IV

The two libraries under the purview use both documentary and online book selection tools for the development of their collection.

Data collected from the two libraries for the purpose shows that Dr. Zakir Husain Library (JMI) is using only documentary selection tools while the HMS Central Library (JH) is using both documentary and online book selection tools for the development of its collection. (table 4)

The hypothesis is thus partially proved.

HYPOTHESIS-V

With the advent of electronic resources and the development of various consortia, the present trend in collection development in both the libraries under study is towards documentary form to electronic form of documents.

The collected data shows that both the libraries apart from hard copies of books and periodicals are subscribing sufficient number of e-journals in their libraries (table 5).

The hypothesis is proved to be true.

HYPOTHESIS-VI

Both the libraries under the purview have automated their in house procedures including acquisition, using a particular integrated library software package.

Data provided in table 6 shows that both the libraries have fully automated operational infrastructure facilities and in house operations.

The hypothesis is proved thus.

HYPOTHESIS-VII

Because no library can claim to be self sufficient in fulfilling the ever increasing demands of the users, both the libraries enter into resource sharing with other libraries and library networks.

The data give in table 7.1 clearly indicates that both the libraries have been making resource sharing arrangements with other library which are members of DELNET.

The hypothesis is proved thus.

SUGGESTIONS

The present study parts forward the following suggestions to be implements for the collection development in. the university libraries of Jamia Millia Islamia and Jamia Hamdard.

1. Though the budgetary allocations for collection development are more or less sufficient in the two libraries under purview but there is no budget allocation for e-resources and audio visual in both the libraries, It is therefore advisable be to have separate budget allocation for the subscription of above mentioned items.

2. There are no specific CAS and SDI services for the users in both the libraries under study, the authorities may think of providing these services to library users.

3. Though the teachers and students are involved in book selection process in both the university libraries of JMI and JH, but a library committee with a set composition should be there for the selection of study materials.

4. The book selection tools used in both the libraries are manual which night be outdated so the authorities may think of using web resources. for the purpose of selection.

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Annexure

The University Librarian
Jamia Millia Islamia
New Delhi

Sir,

As a part of my M.L.I.Sc. course, I am undertaking a survey on the topic **"Collection development in the University Libraries of Jamia Millia Islamia and Jamia Hamdard: a survey"** under the supervision of **Prof. Shabahat Husain, Department of Library and Information Science, AMU, Aligarh.**

I shall be obliged if you kindly spare some of your valuable time to fill up the enclosed questionnaire.

Thanking you

<div align="right">

Yours sincerely
Nigar

</div>

The University Librarian
Jamia Hamdard
New Delhi

Sir,

As a part of my M.L.I.Sc. course, I am undertaking a survey on the topic **"Collection development in the University Libraries of Jamia Millia Islamia and Jamia Hamdard: a survey"** under the supervision of **Prof. Shabahat Husain, Department of Library and Information Science, AMU, Aligarh.**

I shall be obliged if you kindly spare some of your valuable time to fill up the enclosed questionnaire.

Thanking you

<div align="right">

Yours sincerely
Nigar

</div>

QUESTIONNAIRE

Name of the library _____

Address _____

Telephone no. _____

1.Total area of the library _____sq ft.

2.Stacking area of the library (approx) _____

3.Seating capacity _____

4.How many staff members are thre in your library

(a)Professionals   (   )

(b)Semi professionals   (   )

(c)Non professionals(i.e clerical,menial etc)   (   )

TOTAL COLLECTION

5.Please give the total collection of the library _____

6.Please indicate the collection in the following categories with the average annual intake for each

	TOTAL	ANNUAL INTAKE
a)Books	_____	_____
b)Periodicals(print form)	_____	_____
c)Audio visuals	_____	_____
d)Microfilms/fisches	_____	_____
e)Floppies/magnetic tapes	_____	_____
f)CD ROMs	_____	_____
g)E-jouranals	_____	_____
h)Others	_____	_____

POLICY OF COLLECTION DEVELOPMENT

7.Total budget for collection development

(a)plan _____   (b)non plan _____

8.library's annual budget allocation for

a)Books	_____
b)Periodicals(print form)	_____
c)Audio visuals	_____
d)Microfilms/fisches	_____
e)Floppies/magnetic tapes	_____
f)CD ROMs	_____

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g)E-jouranals   _____
h)Others   _____

9.Is there any special grant/funding available for purchasing library resources.please give

  Details of the last five years

SESSION	AMOUNT
2001-02	_____
2002-03	_____
2003-04	_____
2004-05	_____
2005-06	_____

10.Is additional budget meant to develop a specific collection   YES (   ) NO (   )
  If yes,please give detail

SESSION	COLLECTION (specify)
2001-02	_____
2002-03	_____
2003-04	_____
2004-05	_____
2005-06	_____

11.Is additional budget meant to develop all round collection   YES (   ) NO (   )
  If yes,what percentage of additional budget was allocated during last five years.

	2001-02	2002-03	2003-04	2004-05	2005-06
Books	_____	_____	_____	_____	_____
Periodicals	_____	_____	_____	_____	_____
Non book materials	_____	_____	_____	_____	_____
Others	_____	_____	_____	_____	_____

12.Selection of study material in the library is done by
a)Librarian   (   )
b)Teachers   (   )
c)Librarian and teachers   (   )
d)Library committee   (   )
e)Student's recommendation (   )
f)Any other   (   )

13)Indicate the selection tool used for selection of study material by the library
1.Bibliographic tools   (   )   3.Reveiws in journals   (   )
2.Reiews in books and news papers (   )   4.Others   (   )
14.What policy of collection development is followed by the library for
Books   _____
Periodicals   _____

Non-materials _____

15.Subscription of e-journals is done by   (please tick)
a)INDONET   ( )
b)INDEST   ( )
c)E-journal consortia   ( )
d)Others   ( )

16.Please give the number of e-books subscribed during the last five years
SESSION
2001-02   _____
2002-03   _____
2003-04   _____
2004-05   _____
2005-06   _____

LIBRARY AUTOMATION

17.Status of library automation
a)Partially implemented   ( )
b)Fully   ( )

18.Indicate the existing and operational infrastructure facilities in the library
a)OPAC   YES ( )   NO ( )
b)Automated circulation   YES ( )   NO ( )
c)Inhouse operation   YES ( )   NO ( )
  Automated acquisition   YES ( )   NO ( )
  Classification   YES ( )   NO ( )
  Cataloguing   YES ( )   NO ( )
d)Photocopying facility   YES ( )   NO ( )
e)Microfilm/fische reader YES ( )   NO ( )
f)Microfilm/fische printer YES ( )   NO ( )
g)CD server   YES ( )   NO ( )
h)Internet   YES ( )   NO ( )

19.Do you have any plans for further automation _____
_____
_____

RESOURCE SHARING

20.Does your library have any branch library at some other place
        YES ( )   NO ( )

21.Do you believe in resource sharing concept
        YES ( )   NO ( )

22.If no then please specify the reasons

_____

_____

23.If yes ,what resource sharing arrangements your library has with other lib/inf.centres

SESSION	LIB/INF.CENTRES(please name)
2001-02	_____
2002-03	_____
2003-04	_____
2004-05	_____
2005-06	_____

24.Please provide the number of requests processed within the last five years

(OUTGOING REQUESTS)

SESSION	BOOKS	PERIODICALS	OTHERS
2001-02	_____	_____	_____
2002-03	_____	_____	_____
2003-04	_____	_____	_____
2004-05	_____	_____	_____
2005-06	_____	_____	_____

(INCOMING REQUESTS)

SESSION	BOOKS	PERIODICALS	OTHERS
2001-02	_____	_____	_____
2002-03	_____	_____	_____
2003-04	_____	_____	_____
2004-05	_____	_____	_____
2005-06	_____	_____	_____

25.What is the impact of resource sharing on the collection development of your library.

_____

_____

_____

_____

_____

THANKS.