

**THE STATUS OF CIRCULATION SECTION IN
TRIBHUVAN UNIVERSITY CENTRAL LIBRARY**

**A dissertation submitted to the
Central Department of Library and Information Science for the fulfillment of requirement
for the Masters' Degree in Library and Information Science**

**Submitted by
INDIRA KOIRALA**

Roll No. 280062

**Central Department of Library and Information Science
Faculty of Humanities and Social Sciences
Tribhuvan University
Kirtipur, Kathmandu
Nepal
September, 2012**

LETTER OF RECOMMENDATION

This is to certify that the Thesis submitted by Indira Koirala entitled “**THE STATUS OF CIRCULATION SECTION IN TRIBHUVAN UNIVERSITY CENTRAL LIBRARY**”, is an original work prepared under my supervision and guidance. I recommend this Thesis for final approval and acceptance.

Date: September, 2012

Bhim Dhoj Shrestha
Thesis Supervisor

LETTER OF ACCEPTANCE

The Thesis prepared and submitted by Indira Koirala entitled “**THE STATUS OF CIRCULATION SECTION IN TRIBHUVAN UNIVERSITY CENTRAL LIBRARY**”, has been evaluated and accepted as a partial fulfillment of the requirements for the Degree of Master of Arts in Library and Information Science.

Approval Committee

Mr. Bhim Dhoj Shrestha
(Thesis Supervisor)

Mr. Krishna Mani Bhandary
(External Examiner)

Dr. Madhusudan Karki
(Internal Examiner)

Mr. Bhim Dhoj Shrestha
Head of Department

Date: September, 2012

ACKNOWLEDGEMENT

In course of completing this thesis I received support from my respected teachers, friends and most inevitably my parents.

I am deeply indebted to my respected teacher Mr. Bhim Dhoj Shrestha, (Supervisor and Head of the Department) I respect his excellent cooperation to carry out my research.

I heartily express my cordial gratitude to my respected teachers Dr. Madhusudan Karki (The then Head of the Department), Mrs. Nirmala Shrestha (Former Head of the Department), Dr. Mohan Raj Pradhan, Mr. Rudra Prasad Dulal, Mr. Bishnu Prasad Aryal, Mr. Ramesh Parajuli, Mrs. Leela Neichai and all staffs of the Library Science Department for their assistance in the preparation of the study.

I am very much grateful to Mr. Janardan Dhungana (Chief, Tribhuvan University Central Library), Mr. Krishna Mani Bhandary (Former Librarian of TUCL), Mr. Bholu Prasad Dhakal (Chief, General Administration Division TU), Mr. Lal Bahadur Chouhan, Mr. Dilip Man Sthapit Mr. Mahendra Prasad Adhikari (Asst. Administrator of Birendra M. Campus Bharatpur) and all the staffs of TUCL who helped me directly or indirectly. My thanks also goes to all the respondents of the library users.

My special thanks goes to Tribhuvan University Coordination Division, that provided all necessary support to me to pursue my M. Lib. I. Sc degree vis-a-vis completion of this thesis.

Finally, I wish to express my gratitude to my father (Yagya Prasad Koirala) and my mother (Bimala Devi Koirala) for their inspiration and encouragement for my study. Similarly, I would like to thank my husband (Mr. Bishnu Prasad Ghimire), my sons (Dr. Anuranjan Ghimire and Eng. Niranjan Ghimire) who are my root source and foundation for this progress.

Indira Koirala

Researcher

ABSTRACT

This study entitled "The status of circulation section in Tribhuvan University Central Library" has been carried out basing upon the substantive issues raised by its users about the important aspect of circulation section, its opening time and duration. There is the problem of overdue books. And questions have been raised about the clearance certificate which is compulsory for the PG students, who, in fact are not the bonafied members of TUCL. The present study has been carried out with the objectives to find out the obvious reasons behind it revealing the present status of circulation services of TUCL. This study also discusses about the opening time of TUCL, book issued and returned per year, the users opinion about over dues and compulsory clearance system for the PG students. This study has not covered the over all aspects of TUCL, but only about its circulation section and faculty members and students of other department, are not included due to lack of time and resource. This study has great significance to know the present status of circulation system of TUCL and to find out the problem faced by PG students outside the University Campus, Kirtipur.

Different literature, explaining circulation system of various academic and public libraries have been reviewed to get information related to our study. About eleven literature have been reviewed from books, Journals and web.

The study has been focused on circulation system of TUCL. However, other activities like membership, overdue, and clearance certificate services have been implicitly carried out.

Data have been collected using questionnaire method in this research. Collected data have been tabulated, analyzed and interpreted in a systematic way. Hundred questionnaires were distributed and they were duly filled and returned. 70 percentage of the respondents have said that they are satisfied with the present opening time and rest 30% showed their dissatisfaction. Majority of the respondents (76%) urged TUCL to provide more effective services. They (68%) suggested to improve the card filing strictly following alphabetical order. (68%) of the respondents expressed their concern about the proper shelving of books in the book shelves. Majority of the respondents(55%) also pointed the need of the library regular orientation program.

A brief summary including all the facts and figures have been provided and a succinct conclusion has been drawn. Necessary recommendation has been made based upon the study.

- Circulation service should be carried out till the library opens.
- There must not be wide gap between library opening time and circulation service providing time.
- Books are to be properly shelved.
- Cards are to be filed strictly in alphabetical order.
- Library orientation programs are to be conducted timely.
- Advocacy of rules and regulation should be properly done.
- Circulation section has to be well equipped technically.
- Circulation staffs are to be made more cooperative and users friendly.
- Some additional staffs are to be deputed in the circulation section.
- New books are materials are to be supplied in the library.
- The dissatisfied PG students of other campuses are to be reminded and explained about the reason and policy of TUCL.

Indira Koirala
Researcher

CATALOGUE OF THESIS

PREFACE

This study is a partial fulfillment to the requirement of Master Degree of Library and Information Science, Faculty of Humanities and Social Science, TU, Kirtipur, Kathmandu, Nepal.

The first chapter describes about the background of the study, objectives, scope and limitation of the study. The second chapter has dealt with the literature review. The third chapter has focused on the study on the Circulation Section various services rendered by TUCL. The fourth chapter is about research methodology. The fifth chapter dealt with the analysis and presentation of collected data. The sixth chapter has dealt with the summary and conclusion and recommendation of the study.

The study is conducted with the focus on status of circulation section in TUCL. This study was intended to assess the service rendered by the central library to fulfillment of the needs of the students of Tribhuvan University. Questionnaire method was used to collect the necessary information for the study. The data so obtained were analyzed and conclusion was derived. Some recommendations were made on the basis of the conclusion for the improvement of the library in general and that of the circulation in particular.

Main card


D
025.6
K449s Koirala, Indira
 The status of circulation section in Tribhuvan University
 Central Library / Indira Koirala. - Kirtipur: Central
 Department of Library and Information Science, 2010.
 xxi, 91p.: ill.; 30cm
 Dissertation: Master degree of Library and Information
 Science from CDLISc., TU
 1. Academic Libraries 2. University Libraries 3. Library
 Circulation and loans I. Title
 ○

Shelf list card

D
025.6
K449s Koirala, Indira
 The status of circulation section in Tribhuvan University
 Central Library / Indira Koirala. - Kirtipur: Central
 Department of Library and Information Science, 2010.
01 xxi, 91p.: ill.; 30cm
 Dissertation: Master degree of Library and Information
 Science from CDLISc., TU
 1. Academic Libraries 2. University Libraries 3. Library
 Circulation and loans I. Title
 ○


Subject added card

D
025.6 ACADEMIC LIBRARIES
K449s Koirala, Indira
 The status of circulation section in Tribhuvan University
 Central Library/ Indira Koirala. - Kirtipur: Central
 Department of Library and Information Science, 2010.
 xxi, 91p.: ill.; 30cm
 Dissertation: Master degree of Library and Information
 Science from CDLISc., TU




Subject added card

D
025.6 LIBRARY CIRCULATION AND LOANS
K449s Koirala, Indira
 The status of circulation section in Tribhuvan University
 Central Library / Indira Koirala. - Kirtipur: Central
 Department of Library and Information Science, 2010.
 xxi, 91p.: ill.; 30cm
 Dissertation: Master degree of Library and Information
 Science from CDLISc., TU



Subject added card

D
025.6 UNIVERSITY LIBRARIES
K449s Koirala, Indira
 The status of circulation section in Tribhuvan University
 Central Library/Indira Koirala. - Kirtipur: Central
 Department of Library and Information Science, 2010.
 xxi, 91p.: ill.; 30cm
 Dissertation: Master degree of Library and Information
 Science from CDLISc., TU



Title added Card

D
025.6 The status of circulation section in Tribhuvan University
K449s Central Library
 Koirala, Indira
 The status of circulation section in Tribhuvan University
 Central Library/ Indira Koirala. - Kirtipur: Central
 Department of Library and Information Science, 2010.
 xxi, 91p.: ill.; 30cm
 Dissertation: Master degree of Library and Information
 Science from CDLISc., TU




TABLE OF CONTENTS

TITLE	PAGE
LETTER OF RECOMMENDATION	ii
LETTER OF ACCEPTANCE	iii
ACKNOWLEDGEMENT	iv
ABSTRACT	v-vi
PREFACE	vii
CATALOGUE OF THE DISSERTATION	viii-x
TABLE OF CONTENTS	xi-xv
LIST OF TABLES	xvi-xvii
LIST OF FIGURE	xviii
LIST OF APPENDICES	xix
LIST OF ABBREVIATIONS	xx

Chapter - I

1. INTRODUCTION	1-34
1.1 Background of the study	1
A. Public Libraries	2
B. Special Libraries	4
C. Academic Libraries	6
c 1. School Library	6
c 2. College Library	7
c 3. University Library	7-9
1.1.1. Development of Academic libraries in Nepal	9
1.1.2. Introduction of Tribhuvan University	10
1.1.2.1. Goals of Tribhuvan University	10
1.1.2.2. Introduction of Tribhuvan University Central Library (TUCL)	10
1.1.2.3. Objectives of TUCL	12

1.1.2.4. Acquisition section	14-16
1.1.2.5. Technical Processing Section	16-20
1.1.2.6. Text Book Section	20
1.1.2.7. American Studies Collection/Section	20
1.1.2.8. Japanese Studies Collection/ Section	20
1.1.2.9. Periodical Section	22-23
1.1.2.10. United Nation Collection/Section	23-24
1.1.2.11. Singh Collection	24
1.1.2.12. Reference Section	24
1.1.2.13. Nepal Collection Section	25-26
1.1.2.14. Rare Books, Manuscripts and TU Archival Collection	27
1.1.2.15. Information Technology/Information Literacy Unit	28
1.1.2.16. ISBN Section	28
1.1.2.17. Microfilming Section	28-29
1.1.2.18. Audio- Visual Section	29
1.1.2.19. Administration Section	30
1.1.2.20. Circulation Section	30
1.2. Statement of the Problem	30-31
1.3. Objective of the Study	31
1.4. Scope and Limitation of the Study	31-32
1.5. Significant of the Study	32
1.6. Definition of Term	32-33
1.7. Organization of study	34
References	35

Chapter – II

2. Literature Review	36- 45
References	46

Chapter - III

3.	Focus of the Study	47-58
3.1	Circulation Section	47-49
3.2	Book Circulation Service	49
3.3	Membership	50
3.4	Loan service	50
3.5	Books	50
3.6	Audio Cassettes	50
3.7	Books Reservation	51
3.8	Due Date Fees	51
3.9	Clearance Certificate	51
3.10	Reminder letter for the due book return to previous users	51-52
3.11	Function of Circulation	52-53
3.11.1	Vigilance Entrance and Exit	53
3.11.2	Registration of members (renewal and withdrawal of membership)	53
3.11.3	Lending of books (issue and return/charging and discharging work)	53-54
3.11.3 a	Newark Charging System	54
3.11.3 b	Browne Charging System	55
3.11.3 c	Ranganathan's Charging System	55-56
3.11.4	Renewal of Books	56
3.11.5	Charging of over-dues	56
3.11.6	Issue of Reminders	56
3.11.7	Reservation of Books	56
3.11.8	Maintenance of records	57
3.11.9	Maintenance of Statistics	57
3.11.10	Inter-library Loan	57
3.11.11	Issue of Reminders for Over-dues books	57

3.11.12	Lost or Damaged Books	57
3.11.13	Property Counter	58
3.11.14	Miscellaneous Jobs	58
	References	59

Chapter - IV

4.	Research Methodology	60-63
4.1	Research design	60
4.2	Sources of data	61
4.3.	Population	61
4.4	Sampling procedure	61
4.5	Data collection procedure	62
4.6	Data analysis procedure	62
	References	64

Chapter- V

5.	Data presentation and analysis	65-90
5.1	Pattern of membership	66
5.2	Category of users	67
5.3	Purpose of visit to the library	68
5.4	Opinion about TUCL on usefulness	69
5.5	Frequency of library visit	70
5.6	Appropriateness opening hours of TUCL	71
5.7	Servicing time of circulation section	72
5.8	Use of different section in TUCL	73
5.9	Problem in searching the library materials	74
5.10	Opinion about TUCL collection	75

5.11	Information availability in TUCL	76
5.12	Satisfaction of the circulation service	77
5.13	About loan period of book	78
	Users view about sufficient loan period	79
5.14	Knowledge about overdue charge	80
5.15	Rate of over due charge	81
5.16	Book issue techniques	82
5.17	Familiar about TUCL	83
5.18	About TUCL service need of not needed	84
5.19	TUCL membership need or not	85
5.20	Using records of TUCL	86
5.21	About TUCL membership	87
5.22	Familiar about the circulation system of TUCL	88
5.23	Knowing about due clearance certificate	89
5.24	Views of Respondents	89-90
	Views of TUCL circulation staff	90
	Views of TUCL senior staff	90

Chapter - VI

6.	Summary, Conclusion and recommendation	91-96
6.1	Summary and Conclusion	91-94
6.2	Recommendation	95-96
	References	97-99
	Appendix	100-126
	CV of researcher	127-128

List of Tables		
Table No.	Title of the Table	Page
1	Sources of documents	15
2	Statistics relating to books and other materials	16
3	Records of the processed documents on 2007/008	18
4	Types of documents and user statistics	20
5	Volumes and titles of donated journals on 2007/2008	23
6	Documents used from the Nepal collection	26
7	Volumes and titles added to the Nepal collection in 2007/08	26
8	Pattern of membership	66
9	Category of users	67
10	Purpose of visit of the library	68
11	Opinion about TUCL on usefulness	69
12	Frequency of library Visits	70
13	Appropriateness opening hours of TUCL	71
14	Servicing time of circulation section	72
15	Use of different section in TUCL	73
16	Problem in searching the library materials	74
17	Opinion about TUCL collection	75
18	Information availability in TUCL	76
19	Satisfaction of the circulation service	77
20	About loan period of book	78
21	Knowledge about overdue charge	80
22	Rate of overdue charge	81

23	Book issue techniques	82
24	Familiar about the TUCL	83
25	About TUCL service needed or not needed	84
26	TUCL membership needed or not	85
27	Using records of TUCL	86
28	About TUCL membership	87
29	Familiar about the circulation system of TUCL	88
30	Knowing about the due clearance certificate	89

List of Figures

Figure No.	Title of the Figure	Page
1	Pattern of membership	66
2	Category of users	67
3	Purpose of visit of the library	68
4	Opinion about TUCL on usefulness	69
5	Frequency of library Visits	70
6	Appropriateness opening hours of TUCL	71
7	Servicing time of circulation section	72
8	Use of different section in TUCL	73
9	Problem in searching the library materials	74
10	Opinion about TUCL collection	75
11	Information availability in TUCL	76
12	Satisfaction of the Circulation Service	77
13	About loan period of book	78
14	Knowledge about overdue charge	80
15	Rate of over due charge	81
16	Book issue techniques	82
17	Familiar about the TUCL	83
18	About TUCL service needed or not needed	84
19	TUCL membership needed or not	85
20	Using records of TUCL	86
21	About TUCL membership	87
22	Familiar about the circulation system of TUCL	88
23	Knowing about the due clearance certificate	89

List of Appendices

Appendix No. 1	Questionnaires	100-105
Appendix No. 2	List of UN Publications	106-108
Appendix No. 3	List of Rare Books and Journals	109
Appendix No. 4	Membership form and Card	110-112
Appendix No. 5	Types of Charging System	113-115
Appendix No. 6	Due Date Slip, Book Card, Book Pocket and Spine Label	116-117
Appendix No. 7	Reservation form	118
Appendix No. 8	Inter library loan form	119
Appendix No. 9	Inter library loan receive form	119
Appendix No. 10	TUCL Building and Circulation Section	120
Appendix No. 11	Clearance form	125
Appendix No. 12	Clearance Certificate	126
CV of Researcher		127

List of Abbreviation

INASP	International Network for the Availability of Scientific Publications
TU	Tribhuvan University
TUCL	Tribhuvan University Central Library
NC	Nepal collection
CS	Close Section
IT	Information Technology
PERI	Program for Enhancement of Research Information
ISBN	International Standard Book Number
UN	United Nation
AS	American Studied
JS	Japanese Studies
SC	Singha Collection
OPAC	Online Public Access Catalogue
R & D	Research and development
SDI	Selected Dissemination Information
NNB	Nepalese National Bibliography
DDC	Dewey Decimal Classification
CD	Compact Disk
T	Textbook
R	Reference
D	Dissertation
LAN	Local Area Network
AACR-I	Anglo American Cataloguing Rules I

CHAPTER - I

INTRODUCTION

1.1 Background of the study

The word library is derived from the Latin word "Liber" bearing the meaning "a book" and French word "LIBRAIRE" bearing the meaning "book seller shop; the home of book" in Sanskrit (Khanna, 1994, p. 1).

In the ancient period library was presumed just as a store house of the books, only aim of which was to preserved the rare books. However in the present era, the aims and objectives of libraries are going to cover wider scope and are being adjusted in accordance to necessity also.

According to Ranganathan, a library " a public institution or establishment charged with the care of a collection of books, the duty of making them accessible to those who require the use of them and the task of converting every person in its neighborhood into a habitual library goer and reader of books"(krishan, 1991, p 3).

Thus a library is regarded as a public institution, which is also expected to convert the potential readers into actual readers. This is the concept of a modern library.

There are several types of libraries existing in the society to serve the needs of the society. Some of the most popular types of libraries are:

A Public libraries

- National libraries
- State libraries
- Local libraries

B Special libraries

- By User
- By Material
- By Subject

C Academic libraries

- School libraries

-College libraries

-University libraries

A Public Libraries

It is a 'library' which serve the population of a community or free of charge or for a nominal fee. It refers to a library which is approved wholly or partly from public funds, and use which is not restricted to any class of persons in the community and is freely available to all.

The public library is often called the 'People's University' for its universal character. The public library is an institution for the people, of the people, by the people. It is – for all, without the distinction of caste, creed, class, color or sex.

According to UNESCO's 'Terminology of Documentation' public library is "a library which serves the population of a community or region free of charge or for a nominal fee." (Krishan, 1991, p. 73).

According Dr. S.R. Ranganathan compares the public library with academic library and says, "Academic libraries can serve only a small fraction of the community. The rest must depend for their life-long self-education on a second species of libraries the national network- the public library. It has the advantage over academic libraries in that the benefit it can bestow is global; the public library is a source not merely of information but also of recreation and inspiration." He further explains the term public library as," The word 'public' denotes, in the first place that such libraries are maintained at public expense- out of local rates and state taxes. Since their benefits accrue to the community as a whole, the community supports them. It also denotes that their service is free to the public: they levy no subscriptions or fees." (Dilli, K. T., 1997, p. 13).

A. 1 Aims and Objectives:

The aim of the public library is to provide free access to its holdings and free service to all people, irrespective of caste, color, sex, creed, rich, poor, young and old.

The following are the objectives of Public libraries.

- o To contribute to sustaining the quality of life in all its aspects-educational, economic, industrial, scientific and cultural.

- To promote the concept of a democratic society in which equal opportunities exist for all to develop into true citizens.
- To promote and foster the free flow of information and ideas.
- To assist formal, adult and self education.
- To create and promote reading habit.

A.2 Function

The following are the essential functions of the public libraries.

-Education

-Information

-Culture

-Leisure/recreation

Public library mainly categories in **three types**:

A. 1.1. National Library

A. 1.2 Government Library

A. 1.3 Local Library

A. 1.1 National Library

For any country, a National Library is like a living monument representing culture and glory of the nation. It is the only institution capable of preserving for the future the whole of each country's output and ensuring that bibliographical work proceeds on uniform lines.

The National library has the following objectives:

- To act as a chief depository of all printed documents of that country.
- Responsible for the compilation and the publication of National Bibliography.
- To act as a centre for the whole country's library system by providing all assistance within and outside the country.
- To act as the reservoir of the nation's literary output (entire holdings) by providing current, retrospective and foreign literature.

A. 1.2 Government Libraries

The government libraries also function as national libraries and local libraries. These libraries provide reference and lending facilities too. Their collections are such that they can serve the informational needs of the highly educated as well as the neo - Literature. These libraries have branch libraries, mobile libraries and children's libraries.(Dilli, K. T., 1997, p. 16)

A. 1.3 Local Libraries

The local Libraries are normally run by private individuals and organizations. These libraries mostly depend upon endowments, gift and donations. Most of them charge subscription from the users.(Dilli, K. T., 1997, p. 16).

B Special Libraries

It refers to the library which is organized to serve the needs of specialist readers of the different kinds. In a special library, the readers are restricted in subject coverage, standard and number. The mode of service also is specialized in its nature.

The Special Library is the product of the 20th century. It is directly related to scientific and technological research and industrial development.

A library which is devoted for a specialized activity such as for the requirements of specialists or of some special institutions is known as special library.

B. 1 Need for special Libraries.

The following are the **chief factors** which gave rise to special libraries.

- Explosion of information(Books, Periodicals and other materials)
- Necessity to provide some specific piece of information to specific readers
- Application of the results of research for further growth of subject areas.

It is generally believed that the general libraries may not be able to satisfy the specific needs of the special type of information seekers who are in the Research and Development wing (R & D). Hence the need for establishment of special libraries for a specific field.

B. 2 Objectives

The basic objectives of the special library is to provide latest information to those who are engaged in promoting the interests of the organization. Since the users of the special libraries are definite in their purpose and need exact and accurate information, these libraries are expected to provide exact latest information at the right time. Hence the special libraries exist to provide facts and information rather than recreation and leisure.

The collection of special library may contain latest edition of the books current journals of the specific field , press releases , reports, working papers, archival material, directories, etc.

The special library is expected to provide the following **services** to the special users:

- To provide photocopying facilities.
- To provide Selective Disseminate Information (SDI).
- To provide documentation service like translations , indexing and abstracting.
- To provide on-line system through computer terminals.
- To provide bibliographic services.
- To provide inter-library loan facilities.

The special libraries are located in different kinds of institutions, organizations and enterprises. The collections of special libraries are generally limited to specific subjects or groups of allied subjects. Special libraries may be categorized in the following ways.

By User (Example , 'Prison Library').

By Material (Example , Nepal Rastriya Abhilekhalaya)

By Subject (Example , Social Science Baha).

The organization which provides specialized library services has definite policies and commitments to community. The users of these libraries are very purposeful and they make use of the resources of the library in pursuit of their objectives. These libraries provide facts and information rather than recreation. Supply of periodicals and bound volumes to users is one of the important services offered in the special library. If the

required periodicals in not available for reference in a library, the librarian has to make an effort to locate the same in another library and procure it on inter- library loan.

C Academic Libraries

A library attached to a school or college or university is known as academic library. The main purpose of an academic library is to function as an auxiliary of the parent institution in carrying out its teaching program effectively.

Any library attached to the above institutions is known as an academic library. The academic library differs in purpose, scope, and services from a public and special library.

The main objective of the academic library is to function as an auxiliary of the institution in which is exists. Its main function is to serve the needs of students and faculties in formal institutions. It is generally believed that an institution is judge by its library.

According to Prof. S. Gupta , “ The quality of the academic library, that is , the school, the college library and the university library, is conditional not wholly, but largely, by the quality of education the academic institution imparts, which in turn depends directly on the quality of its teachers, their teaching method, the policy of educational administration, and indirectly , on the Government which has to find money for the general improvement of such academic institutions".(Dilli, K. T., 1997, p. 17).

C. 1 School Library

Psychologically it is a child who is always curious to know many things than the grown-ups. With this curiosity, the child comes to the school. Hence it is the duty of the school authorities to provide suitable atmosphere for the all round development of the child. The child will not be satisfied unless it is fed with facts and figures. Undoubtedly the school library can undertake the responsibility of serving the curiosity of the child.

It is believed that the books that a child reads, in addition to the text books, shape his character and determine his ideal for the future.

The school library should create the reading habit among children. This will, in turn, help them to make the best use of college, university and public libraries in future. The collection in a school library must include junior reference sources, books supplementing the prescribed reading materials. The main objective of the school library is to create reading habits among the children.

C. 2 College Library

As college library is an important and integral part of the teaching program, it occupies a prominent position. The present day college education has become student centered and it encourages students to play a vital and creative role in their own education. The college library is one of the means to achieve their ends. The college library is one of the means to achieve their ends .

The aims of college education and college libraries are inter-related. The college library provides ample opportunities for self education to the students, besides supplementing the class lectures.

The following are the objectives of a college library:

- To provide suitable supplementary books to assist students and faculties.
- To provide necessary information on how to tap suitable information.
- To encourage students to face the world with confidence.
- To provide assistance for self education by the providing suitable documents to students.
- To assist teaching faculties in organizing the syllabic and method of teaching.
- To provide important assistance like the latest developments in Various fields.(Dilli, K. T., 1997, p. 18).

C. 3 University Library

It is a library or group of libraries established, maintained, and administered by a university to meet the needs of its students and members of the academic staff. University library is primarily concerned with the conservation and propagation of basic knowledge and ideas as well as their research and interpretation activities.

An academic library is a library in the university, college, school and other institutions forming a part of ,or associated with an institution of higher learning. It

contributes to the educational research, teaching and learning of the academic community. The clientele of academic libraries are Teachers , students , research scholars and staffs. Academic library is classified into following categories

The university library is an academic library. It is a library which is an integral part of an institution of higher education. So, it occupies an unique position among the academic libraries . It forms the keystone in the arch of higher education. The university library is described as” the heart of the university” .The “workshop of scholars” and” the library of learned”(khanna,1994 ,p.41)

The university library is always linked with the objectives university as a whole , so the university has to give more then the traditional library service to fulfill the needs of the users and utilized the collected information more effectively. The university library should specially be awarded with the need of users. The service provided by the university library should be fully utilized. Otherwise, it will be meaningless and wastage of time and efforts. Hence, the university library should be watched carefully on users with regard to their felt needs.

The quality of teaching and research depends upon the quality of information services provided by library to its users. To provide information service. It requires the proper management of library. So, the concept of library management include the management in a distinct process consulting of planning, organizing , controlling , utilizing in each both science and art and following in order to accomplish predetermine objective

For higher education the university is the centre of learning and the centre of intellectual activity. Hence , the duty of the advancement of knowledge.

The university library is not only a storehouse of books, but it is a dynamic agency to assist the scholars and researchers in carrying on their pursuits in the advancement of knowledge by making use of the library books extensively. The aim of university education should be the aim of university library.

The university library is expected to cater to the varied needs of graduates, postgraduates, research scholars and faculty members. Normally , the collection of university library, consists of books related to their curriculum, supplementary reading and books for teaching and research. Besides, the library has to subscribe to

many current useful journals related to the research scholars and has to possess non-book materials such as microfilms and microfiche.

We can sum up the **objectives** of the university library as:

- To support the university's total program.
- To supply more specialized service to those who seek information in the specific field of study.
- To arrange essential reading materials and other library facilities for the smooth running of all formal program of learning.
- To keep the faculty members informed of the latest thought in their respective fields.
- To guide research scholars and provide them the resources useful to enhance the research project.(Dilli, K. T. 1997, p. 18-29).

1.1.1 Development of Academic libraries in Nepal

Libraries attached to school, college, university or an institute learning is known as academic libraries. They exist to support the goals of their parent organizations.

Variety of libraries have variety of purpose to serve their readers. Academic library has also such purpose. It assists to the education research, teaching and learning of the academic community.

In the context of Nepal, the history of academic library is not so long . Due to various reasons, our educational condition is very background than other countries. But it is in progress now than previous. State education in Nepal had hardly existed before 1951 A.D. The first school in Nepal was established in 1851 and Trichandra college was started in 1918. But with the end of Rana autocracy in 1950 and the dawn of democratic era, many new academic institutions were opened to give a real education to the public.

Many academic libraries were managed with few hundred or a few thousands collections. Most of the school libraries have found and looked like second hand book store house of poorest type.

Most of the academic libraries are managed still with poor collection and without professional staffs. The concept of the library play great role in achieving the goals and objectives the campus or institution of higher education has still not realized. It is

necessary that all the professional libraries should be organized to stimulate, to promote the library development in Nepal.

The biggest and reputed university library of Nepal is Tribhuvan University Central Library Kirtipur.

1. 1. 2 Introduction of Tribhuvan University

Tribhuvan University was established under the Tribhuvan University act of 1959 by His Majesty's government of Nepal then under King Tribhuvan (1982, March).

Tribhuvan University is a premier University of Nepal. This University has five technical institutions, four research centers, four faculties and thirty nine central departments. Tribhuvan University is the first University Nepal and also premier institution of higher education. Tribhuvan University is an autonomous institution and financed by the government of Nepal.

1.1. 2.1 The Goals of Tribhuvan University are

- To Produce skilled manpower essential for the overall development of Nepal.
- To accumulate advance and dissemination of knowledge.
- To encourage and promote research in arts, science and technology as well as in the vocational field.

C. 2.2 Introduction of Tribhuvan University Central Library(TUCL)

TU was established in 1959AD (2016 BS) and University Library was also established then. But even before the establishment of TU Library there used to be Central Library in Kathmandu. Later Central library was included within Tribhuvan University Library. And only after about one and half Decades, in 2030 BS the University Library was renamed as TUCL. (Pageni, 2068 BS, p.127).

TUCL was established in 1959 ad along with the Tribhuvan University, on the beginning, it has a collection of 1200 volumes of books, inadequate furniture and very limited space for book stocks. The 5th. Laws of library science were applied in TUCL, i. e. "Library is growing organism". Now, it is largest library in Nepal.(Bhandary ,2003, p. 53)

Collection grows, users are increased, furniture are added, more space is needed, new services are introduced. This demands a strong look for development of TU Central library.(Bhandary, 2003, p. 53).

Although, it's main objectives is to support research and teaching within Tribhuvan University the library is supporting the general public. The library is trying to modernize and develop the library as one of the best libraries in Nepal, one noted for achieving remarkable success in its activities .TUCL is an academic library but it has been functioning like:

- **National library and**
- **Public library**

As a **National Library** the library is compiling NNB since 1981. This is one of the prime functions of National library.

The library has been **collecting Nepalese publications** by purchase and gift. This is also one of the functions of National Library.

TUCL is a **depository library** for UN publications. The library is a depository for World Bank, Asian development Bank and International Monetary Funds publications.

TUCL is national agency for assigning the **ISBN** for the publication in Nepal since 2001.

The library is national coordinating agency of the International Network for the availability of research information (**PERI**).

As a **Public Library**- In house use are free to interested person at TUCL. This is the one of the objectives on Public Library.

TUCL is devoted to support and facilitate the research scholars, student and other in the study, teaching and research works by providing library and information services. It collect, provided and disseminates reading, materials to its users.(TUCL ,2007/2008)

The library maintains contacts with the national and international organizations that supply books, periodicals equipment and technical services. The main purpose of donating their publication and collection is to make them use by the large number of readers from pertinent organizations and to preserved them for the future users.

Besides donations from organization, the library also receives personally donations every year, and organizes these documents properly for use.

Since July 2002, the library has been providing electronic resources from its information technology units.

The library is a national co-coordinating agency of international network for the availability of scientific publication (INASP) for the program makes than enhancement of research information (PERI). This program makes accessible to uses a full tend data base of more than 25000 electronic journals, Nepali research scholars have access to it free of cost. After registration in the PERI program, articles of the journals can be browsed, downloaded and printed. The library is fully devoted to this service and the users are increasing each year. More than 250 institutions and organizations have registered to gain access to PERI resources. (TUCL, Annual report 2007/2008, p. 43-44)

1.1. 2.3 The objectives of TUCL are

- To fulfill the teaching related and research needs of the university.
- To provide materials both in conventional and electronic formats and to furnish * an environment conducive to study and research.
- To encourage membership and promote information library, readership and life-long learning
- To preserve the intellectual heritage of the nation.
- To promote resource sharing networking and exchange of documents and databases.
- To provide documentation and information services and to bring relevant publications.
- To help to develop libraries and promote scholarly standards, guidelines and practices.
- To promote professional expertise in information management and to conduct training in librarianship.

The annual report 2007/2008 states that to attain the above objectives the library performs the following functions.

Selection and acquisition of documents.

Book circulation.

Compilation or press clippings.

Conduct formal and attachment training.

Conduct user education/orientation services

Display current issue and compile annual volume for binding.

Document Delivery Services (DDS).

E-mail/internet/CDROM services.

Management of Nepalese journals bulletins, news letter, news paper and international journals.

Maintenance a special collection of Nepalese journals.

Maintenance of in hours as well as website database.

Membership distribution.

Online and full text databases services.

Organize exhibition program.

Provide ISBN to from INASP/PERI e-services.

Publication of bibliographies serial list, annual reports and index.

Publication of the Nepal national bibliography (NNB).

Technical processing or organization of documents.

In order to maximize the library service and usage, TUCL has different sections to facilitate the access to resources, which are as follows:

1. Acquisition section
2. Technical section
3. Textbook section
4. American studies section
5. Japanese studies collection
6. Periodical section
7. United nation collection section
8. Singh collection

9. Reference collection

10. Nepal collection section

11. Rare books and manuscripts section

12. Information technology unit and CDROMs databases

13. ISBN Nepal agency section

14. Microfilming section

15. Audio-visual section

16. Circulation section

1.1.2.4 Acquisition section

The acquisition section takes the responsibilities for collection development .this section develops the collection through purchase exchange, depository libraries, ISBN national coordinating agency etc.

Purchase

Gift

Exchange

Depository library

ISBN national coordinating agency.

Purchase

Library allocated budget to the central department of Tribhuvan University each year after the receipt of the budget from the T.U. Central office. The heads of each department provide the recommendation of the required titles to the library. The acquisition section completes the ordering process. The librarian from Nepal, reference books and some bestsellers books. Unless specified all books are purchased single copy.

Gift

The library receives books, thesis, dissertation, reports, government publication and electronic materials as gift from individual collection, authors, local institutions, research centers, embassies and other individuals.

Exchange

The library receives books, documents and other reading materials from different local institutions and international organizations on exchange program.

Depository Library

The library receives documents from different national and international development research center, Asian productivity organization and IBRD. These organizations have declared our library as a depository library for their publications.

National ISBN agency

The library as a national ISBN agency for Nepal receives one copy of each publisher's publication as an ISBN copy.

Annually the library procures 5,000 to 7,000 books and other materials by purchase or as gift.

During the year 2007/2008, the library purchased 2,523 volumes of books and other reading material from its regular budget while 6302 volumes were received as gift. A total of 343 books from gift were distributed to various schools, colleges, association etc. Since 2005 onwards the library has started to receive dissertations of master's degree in CD. The library has now more than 1100 volumes of dissertations and other documents in CD. (TUCL, Annual report 2007/2008, p. 8)

Table -1

Sources of documents

Source	No. of books
Purchase	2,523
Gift	6,302
Total	8,825

(Sources TUCL Annual report 2007/2008)

Table 2

Statistics relating to books and other materials on 2007/2008

Reading materials	Purchased	Gift	Total
Books and reports	2,523	1,866	
Dissertations/thesis	-	51	
Photocopy volumes	-	7	
Audio visual	-	-	
Thesis (CD) Gift (CD) and cassettes		1,133	
UN	-	634	
Maps	-	286	
ISBN copies	-	2,325	
Total volumes	2,523	6,302	8,825

(Source TUCL Annual report 2007/2008)

1.1.2.5 Technical Processing Section

Technical section is responsible for organizing all library materials received in the library. The acquisition section sends collection of materials acquired from purchased, gift, exchange processing, card filing, worksheet preparing, data entry etc. After processing works of all those materials, documents send to different section like general books in general section, reference section, text books in textbook section, books on Nepal in Nepal collection and so on providing sequences at the top of the call number. This sequence locates the users to know in which section the books are provides without asking to the library staffs. The sequences are as follows:

As=American studies

CS=Close section

D=Dissertations and theses

JS= Japanese studies

N=Nepal collection

P=Periodical

R=Reference

R=Rare

SC=Singha collection

T=Text books

UN=United nations

In the upper left corner of each catalogue card, a call number is given for the arrangement of the document on the shelf and this helps the users to know the location of their desired document. Besides these works, this section also performs end processing of a documents like: labeling call numbers on the spine of books, pasting due date slips and book pockets on the back side of the books. After end processing, documents are organized in the different sections according to their nature for use. The library has been maintaining a bibliographic database since 1995. Currently, a LAN system is in use provide access to use database from different location of the library. More than 47,000 records are now available in the OPAC system, almost same records are found in the website www.tucl.org.np

Table - 3

Records of the processed documents on 2007/008

Collections/section	Number of titles	Volumes
General section	1,688	2,028
On Nepal	672	986726
Un section (UN)	309	327
Dissertations(D)	70	72
Rare	126	135
CS	585	602
Reference(R)	101	180
Text books(T)	173	189
Add books	643	860
ISBN	81	81
Total	5,548	6,560

During the year 2007/08, a total 6560 volumes of documents representing 5,548 titles on different subjects were processed and forwarded to the different sections for their organization and services.

In Technical section the major functions are as follows

Classification

Cataloguing

End Processing

Classification

In ordinary Classification, the library deal with arrangement of ideas and objects in systematic order. But in library classification, we are concerned with documents and the aim is to arrange these in the most helpful permanent order.

For the classification of books, the D D C 22nd edition and library of Congress subject heading has been used for subject assigning. Before starting classification of new books the person concerned has to check in master catalogue, and in the computer database, weather a copy of the same title already exists in the library. If there is already a copy of the book, the classifier has to check the previous class no. given for similar books and accession number of the book should be add in shelve list card. If the book is not already exist in the library the new class no should provide according to subject of the book.

Cataloguing

A library catalogue is a “list of documents in a library” Or It is an essential and important tool in a library. Readers use the catalogue for finding the document on the shelves. The person who prepares a catalogue is called cataloguer. The processing of prepare the cataloguing according to help of rules given in a catalogue code AACR1 is used for cataloguing in TUCL.

End Processing

After getting the book in the library technical works like-classification and cataloguing are done and each books is given call number and the books are kept in their proper place. And the catalogue card is field in cabinet. Before keeping the book and filing the cards in cabinet, the chance written information are checked for correction. As wrong information does not only puzzle the readers but also the staffs. This process of checking is like proof reading / end processing.

The objectives are

For the clarity and correction of book cards, book pocket, spine label that are the book.

End processing is done keeping then objectives in mind. These steps depends on the size of library (collection and number of staffs) usually following is done for end processing:

- Whether the information are correctly copied in catalogue card and also the call no and name of author are correctly written.
- Whether the call no. given in cataloguing and spine label in the book are correctly matched.
- Whether the book card, book pocket, due date slip are pasted correctly in the book & the info correctly typed.

1.1.2.6 Text Book Sections

The text book section is one of the best and most useful sections of this library. It contains the textbooks prescribed in the course of study of the various central departments of master level subjects of Tribhuvan University. This collection also includes question papers, syllabus, expensive books, and books published in more than one volume.

The extra copies of the books of the general sections are kept in this section and if the required books in general section are found to have borrowed by other, then this section helps the users/ readers by providing the other copies of required books. These books are available only for read inside the library not for loan. Books are separated by “T” symbol and denoted in call number by-

T
330
Sc14 t

During the year 2007/2008 a total no of 16,646 volumes of documents were used in the text books collection. The table presents the use statistics of textbooks collection.

Table-4

Types of documents and user statistics

S.N.	Materials	Volumes	Percentages
1	Textbooks	11190	67.22%
2	Questions papers	3,974	23.87%
3	Curriculum	590	3.54%
4	American studies	522	3.13%
5	Japanese studies	240	1.60%
6	Project reports	230	1.38%
	Total	16,646	100.00%

(Source TUCL Annual report 2007/2008).

1.1.2.7 American Studies Collection/Section

A collection of American studies was donated to the library on march 9, 1997 by the American central Kathmandu on the occasion of the 50th anniversary of the establishment of the Nepal-US diplomatic relations. The American central Kathmandu donated 13 volumes of books on 1100 titles to march 9,1997. This collection is very useful to the social scientist, students and also who are interested on American life, culture and literature. The printed form of title and author index and the bibliographic database for the OPAC is available for retrieval of the records. The statistics shows that 522 volumes of books from this section. These books are available only for read inside the libraries not for loan. The books are separated by "AS" symbol and denoted in call number by-

AS
150
J237w
1992

1.1.2.8 Japanese Studies Collection/Section

Former Vice-Chancellor of Tribhuvan university Prof. Dr. Gobind Prasad Sharma and the ambassador of Japan, Tsutomu Hirakoka and jointly inaugurated the Japanese studies collection at TUCL, on February 23, 2005 admidstal program. The collection consists of more than 300 volumes of useful and valuable books including documents of Japanese studies, journals and newspapers etc. Japan University Students Association of Nepal (JUSAN), Sakai Lion Club and Imamshi Memorials Fellowship Trust have demoted the collection. The collection is rich academic resources for the users especially on Japanese studies. JUSAN and Sakai Lion's Club will continuously help to enrich the study.

The call number will be displayed in following way:

JS
294.392
Ab33w
1999

1.1.2.9 Periodical section

The library receives almost all the journals published from Nepal through subscription and gift. Several journals published from abroad are also received. Nearly five hundred current titles and 25,000 back issues of journals are available. The back issues of national state newspapers 'Gorkhapatra' have been collected since 1968a.d. And its English version viz. 'the rising Nepal' has also been collected since 1968. Similarly, back issues of journals published from Nepal in English and Nepali are managed here separately. There is also a large collection of back issues of journals. The following services are currently provided from the periodical collection.

The library has separately organized a Nepali journal section. This includes all journals published from Nepal in all languages like: Nepali, English, Hindi, Maithili, Newari and so on. There are several Nepali journals, which are not found in any other libraries in Nepal.

12,486 volumes ranging over 402 titles of Nepalese and foreign journals, 48 newspapers in English, Nepali and Indian were acquired during fiscal year 2007-2008. The collection contains the following expensive journals:

Biological abstract(1951-)

Earth and planetary science(1997-2001)

Journal of organic chemistry (1956-1974, 1976-77,1984,1986-87,1992-)

Mathematical review (1958-1986, 1992-2001)

Physics abstract (1976-1981, 1987-1998)

Chemical abstract (1918-1981)

Geological abstract (1997-2001)

Library is foreign journals as gift from national and international donors since many years. These journals are very useful for the research scholars. Some institutions and individuals provided the journals in this year as follows:

Table-5

Volumes and titles of donated journals on 2007/2008

S.N.	Donor's Name	Title of the journals
1.	American centre, Kathmandu	-Journals of finance (1997-)
2.	American marketing association (on	-Journals of marketing (2000-)
3.	Pro. David Boufford	Science journal (1971-2006)
4.	Min Bahadur Shakya	EMBO journals (2005-2007)
5.	Scientist of the California institute of	-Nature review
6.	Dr. Krishna Kumar Shrestha	-Dr. Mark f. Watson
7.	Gallegher Beth	-Systematic biology 2003-
8.	Hannah Russell	Journal of International Business
9.	Mrs. Linda Humphreys University	International Political Science

The periodical section provides regular reference services to students, teachers and researchers of the central departments of Tribhuvan University as well as other national and international users. Total number of users served during the year 2007/08 is 21,550.

1.1.2.10 United Nation Collection / Section

Tribhuvan University Central Library serves as the only depository library in Nepal for the publications of united nationals and its agencies since 1964. The un depository code number for TUCL is dl-169. Several other international organizations have declared TUCL as the depository library in Nepal for their publications. Every year over 350 materials are received 28,000 volumes of documents including books, periodicals, newsletters, bulletins official records maps, CDROOMs, reports etc. Over 150 titles of journals are received every year. Records of the collection are available in the TUCL master database. The books in this section are not available for loan but users can browse documents freely from the open racks. This un section has developed the following library/tools for consultation and easy retrieval of its collection

Catalogue of United Nations periodicals**Reference sources of UN publications**

During the year 2007/2008, a total of 634 books and 191 volumes of periodicals were added to the collection. Following UN agencies and other international organizations have been sending publications and reading materials to the library. Those publication are listed (**Appendix No. 2**)

Books are separated by "UN" symbol and denoted in call number –

UN
382.6
Y34w

1.1.2.11 Singh Collection

Singh collection is denoted in 1976 by late general Singha Shamshere J.B.R., the son of Rana prime minister Chandra Shamshere. The collection contains 5000 volumes of books along with British furniture. Approximately, one third of the collection is on history. Remaining is on religion, political science, international relations and culture of Nepal, India, Tibet, Bhutan, Sikkim, world history, western classical literature, light fiction, architecture, gardening, hunting etc.

The collection also contains letters, memories, official papers speeches etc of the British period of Indian history and its relationship to Nepal. The collection is in close section. Separate catalogue has been maintained to retrieve the titles of the collection. The call number of Singh Collection donated by-

SC
914
Y34E

1.1.2.12 Reference section

This section is also one of the valuable and useful sections of this library. It has collected various important and rare documents. The reference books are useful resources for acquiring brief and specific information a particular discipline.

TUCL has a separate reference collection sections with open access facility. Multi-volumes books, high valued books and books having only referral values have been kept in this section. Fully catalogued, this section contains 25,000+ various forms, viz. Bibliographies general encyclopedias, subject encyclopedias, dictionaries, atlases, biographies, handbooks, manuals and annual reviews etc. TUCL has best collection of

reference books in Nepal. Some of the most important, expensive and rare titles housed in this section are as follows:

Atlas of the world languages

The chemistry of alkenes and Cycloalkanes

Dictionary of Natural Products

Dictionary of the Organometallic Compounds

Encyclopedia of Associations

Encyclopedia of Human Biology

McGraw-Hill Encyclopedia of Science and Technology

Books are separated by "R" symbol and denoted in call number by –R

1.1.2.13 Nepal Collection Section

The Nepal collection is a special collection of the library. It consists of valuable and unique works on Nepal and is a rich academic resources for scholars pursuing knowledge of the country. Books on Nepal written by Nepal either Nepalese or foreign writers and books published in Nepal are collected and preserved PHD. Theses, master's degree dissertations and village profiles submitted by the students for the in fulfillment of their studies are deposited here. Besides them, there are works of Nepali and Newari literature. The library allocated a special amount of budget for purchasing of books on Nepal. Besides such purchases, the library also receives personal and institutional donations from which it selects appropriate documents for preservation in this collection. At present, the Nepal collection contains more than 41,000 volumes. More than 95% of the documents are listed on the on-line public access (OPAC) system of the library master database "TUCL". To retrieve documents from the collection, the user may consult either the public catalogue of the computerized database. In the fiscal year 2007/2008 a total of 1840 volumes of English and Nepali documents were added in this collection. The following table gives a picture of the documents available in this section with its strength.

Table - 6

Documents used from the Nepal collection

S.N.	Materials	Volumes	Percentage
1.	Master's level dissertation/Ph.D. Thesis	33,081	83.26
2.	On Nepal	5,473	13.77
3.	CS (Nepali +English + Newari)	1,056	2.65
4.	Rare	120	0.30
	Total	39,730	100.00

The statistics of the users of the Nepal collection makes it clear that the master's level dissertations are used more than other documents available in this section. This is the most used collection in the library. In this year, a total no. Of 39,730 documents including dissertations on Nepal from the closed section and rare collection were used.

Table - 7

Volumes and titles added to the Nepal collection in 2007/2008

S.N.	Materials	Volumes	Percentage
1.	On Nepal	986	53.58
2.	Theses/dissertation	72	3.91
3.	CS	602	32.71
4.	Rare	180	9.78
	Total	1840	100.00

Above statistics shows that theses and dissertation are added less than other documents in Nepal collection. TUCL is receiving master's degree dissertation and theses in CD instead of their hard copy since 2006. Books separated by "N" "CS"

N CS
N351.1 823.1
PR6123p D1591

1.1.2.14 Rare Books, Manuscripts and TU Archival Collections

TUCL is providing services from the rare books and archival collection. The Tribhuvan University archival collection was established at the request of former VC Late Dr. T. N. Upreti after 'TU' vice chancellor Mr. Naveen Prakash Jung shah put forward the proposal on July 6, 2002 in the TU. Council. Important documents relating to the establishment and development of Tribhuvan University, Tribhuvan university's rules and minutes reports of royal higher education committee, reports on examinations, council and syndicate meeting, technical committee reports, convocation speeches are preserved in this collection. Similarly rare books such as journey to Kathmandu (1852) on India's frontier or Nepal, the Gorkhas, my serious land (1896) and rough notes on the state of Nepal; its government, army and resources (1851) are available. These materials are accessible to the scholars and general readers on request. TUCL has 550 titles of manuscripts in different language like: Sanskrit, Devanagari, Pali, Newari, Kiranti, etc. The subject coverage in Buddhism, Hinduism, Kirati, religious prayers, Ayurved medicine etc. Some of these are 200 years old. The library is planning to microfilm to digitize manuscripts for the purpose of preservation as well as for use. The library is planning to microfilm to digitize manuscripts for the purpose of preservation as well as for use.

Rare Book Collection (RBC) was started in TUCL in late 1990. The objective was to keep safely of those books which are quite rare, not found plenty and easily and have gone rare. Such books need more care and many of them are in fragile condition. They need appropriate treatment. Therefore a separate section was started to safeguard such collection and provide service from the collection with care.

Rare books are preserved in the archive section and rare journals are maintained, in the periodical section. Both collections are on close access. Hence the users are required membership reference card to use the materials of this section. At present 2000 titles of rare books are available in the library. Similarly, 38 titles of rare journals are preserved in the periodical section. Some of the rare titles of books and journals are listed in (Appendix No. 3)

In Rare Collection, the Call Number is Donated by-

Rare
303
R221d

1.1.2.15 Information Technology/ Information Literacy Unit

This unit provides information to users from electronic resources available both at TUCL and from abroad. Internet and e-mail e-databases, CD-ROM, audio-cassettes of books, theses on CD and audio-visual materials are the main electronic resources available in the unit. The library is the Country Coordinating Agency of International Network for the Availability of Scientific Publication (INASP) / Program for Enhancement of Research Information (PERI). This program provides full text database of more than 25,000 scientific electronic journals. Now, Nepali scientists and scholars have access to these journals free of cost. 200 institutions of Nepal have been registered in the PERI resources. TUCL has begun to develop a database of newly acquired books and other documents of the library since 1993. Numbers of records available in the database are given below. Up to now the library has 46,489 records on different subject on this database.

1.1.2.16 ISBN Section

ISBN stands for international standard book number. The ISBN national agency was established in Nepal in June 1999. But its functioning began from 26th June 2000. TUCL distributed ISBN numbers to the author/ publishers on its capacity as the national ISBN agency. 1700 ISBN numbers have been distributed to the books, maps, CD-ROMs, manuals, guide books and other materials published from Nepal. The ISBN head quarters in Berlin, Germany had appointed the TUCL as the ISBN national agency in Nepal to distribute ISBN numbers. The authors published who publish new books having ISBN numbers printed on them have to deposit a copy of each of the titles at the TUCL ISBN national agency. This collection comprised books, maps, CD-ROMs, manuals, guidebooks and other types of materials. An in-house computer database using CDS/ISIS software has been created for search and record keeping purpose.

1.1.17 Microfilming Section

Realizing the need and importance of rare books, manuscripts and other easily unavailable in the library for durable preservation and efficient usage. TUCL applied and followed regularly up for the Japanese government cultural grants aid 1996. Microfilming equipment was provided under the Japanese government's cultural grant to TUCL in 2003. The main objective of this educational books and journals.

The library has large collection of special materials like books on Nepal, rare books and journal collection, master level dissertations, Ph. D thesis and manuscripts etc. The library has started microfilming of these special library materials on priority basis. The catalogue of the microfilmed material is prepared and the original documents are preserved. At present the library is microfilming the rare books and journals like- Nepal Samacharpatra, Matribhumi, Bharati, dharati, Ajako Samachar Patra. Similarly rare documents received from Mahesh Chandra Regmi's collection are microfilmed from the library collection.

A narrative of a five year residence at nepal-1852

An account of kingdom of Nepal being the substance of observation that made.

A short history of banking, currency and commerce in Nepal, 1943

History of nepal-1877

Essay the forest on the Kocch, Bodo and Dhimal tribes, 1847.

Confidential report on Nepal 1884.

Ranjiko vanshawali,1992

Regmi research manuscripts.

1.1.2.18 Audio-visual Section

TUCL has maintained a section of audio- visual materials and materials in non-print formats, viz. Audio and video cassettes, videos, CD-ROMs, microfiche and microfilms. The library is planning to render service to users by adding more a/v materials especially the CD-ROMSs database service.

To keep pace with the developments in information technology and its impact on library services and being mindful of readers growing needs, the TUCL despite financial constraints, has been trying to introduce some of the info-tech facilities to provide better service to its clientele. Keeping it in mind the library is in the process of developing a digital library of audio-visual materials.

Currently, the library has the following number of a/v materials.

Microfilms rolls-471

Compact disc (CD-ROMs)-3000

Videos-6

Audio Cassettes-777

Microfiche-88

1.1.2.19 Administration section

Administration section is the pivot of the library system as a whole, because it has direct relation with entire section of the library. The administration section of library is involved in the routine work of the library plus the innovative centers like the refreshment training to its staffs and organizing different types of activities to boost of the moral of the staffs.

Personnel

The library is a temple that emits all knowledge but the revelation will only be achieved through the help of both men and women who operate libraries. The efficiency, service and the ultimate success of library as an agency for the diffusion of knowledge depends upon personnel. TUCL is managed by personnel, out of which eleven are professional librarians of forty semi professional and the rest are of various supporting levels. Library made continuous efforts to send to participate in trainings and workshop to improve their professional competence.

1.1.2.20 Circulation Section

Book Circulation if the main service provided by this library to its members , i.e. the student, teachers, staffs of the Central Department of the University Campus, Kirtipur. In addition, private and temporary membership is also provided to the readers. Book circulation includes lending of books from general and collection and offers lending for use inside the library from the text book section reference section and periodical section. Detail of the circulation and all procedure are described in Chapter 3 (Focus of the Study).

1.2 Statement of the problem

Circulation service is provided to maximize the use of the resources available in the library and make them accessible to the maximum number of the users. Assessment of these functions of the circulation section of the library is necessary to meet the objectives of the library. So, the problem of this study is listed as follows.

Although circulation section is heart of any library, there has not been any research on this. Therefore, To understand about such important aspect of the library this research was undertaken.

There is time differences between the library (TUCL) opening hour and circulation section opening hour. The library open at 8.00 am., circulation section opened only at 10:30 am (so the student have been complaining only about the long gap).

The flow of students in the circulation section is very high at some point of time at its opening hours.

There has also been a problems of overdue books.

There is a system of all the master level student of TU have to get clearance certificate from TUCL even though TUCL does not have any provision to issue the books/documents to the students of other campuses of TU.

1.3 Objectives of the study

The objectives of the study are as follows.

- A. To find out present status of circulation section of TUCL.
- B. To find out the problems faced by PG student outside the Central Campus Kirtipur.
- C. To find out opening time of circulation section suitable for the users in TUCL.
- D. To find out the total number of books issued to readers and number of books returned in a year.
- E. To find out the users opinion about how to decreasing the number overdue books.

1.4 Scope and limitation of the study

This study was focused on circulation section of TUCL only not overall aspect of library.

Main focus of study was on lending service provided to users by circulation section in TUCL.

The study was based on a limited sample of all faculties student of Kirtipur Central Campus. TUCL is used by teachers, students, staffs and researchers from 39 departments of the University and also by scholars from outside the TU. But all these different types of users are not included in the sample of the study.

1.5 Significance of the study

This study is considered important and essential for the improvement of the TUCL in general and its circulation service in particular. The outcome of this study is expected to contribute significantly to the development or improvement of circulation service of TUCL in the following ways.

- a. It will help to know the present status of circulation section of TUCL.
- b. It will help to find out the problems facing by PG student outside the central campus Kirtipur.
- c. It will help to find out mostly used library materials by its users.

The study aims to explore the existing condition of circulation section. The main aim will be to find out users' attitude about resources and service of circulation. It helps the study will be supportive suggestion for improvements of circulation system.

1.6 Definition of Terms

Following terms are mostly used in this study, which are mention in the heading of the definition of the term.

Library: A collection of books and other materials kept for readings, study and consultation of a place, building, and rooms set a part for the keeping and use of collection of books, etc.

Academic Library: An academic library is a library in school, college, university and all other institute of higher learning. It is a library which is an integral part of an institution of higher education.

University Library: A library or a groups of libraries established, maintained, and administered by university to meet the needs of its students and members of the academic staff.(Librarians glossary of terms used in librarianship and the book crafts and reference book, 1971,p. 382-671)

Circulation: Refer to the total number of volumes including pamphlets and periodicals loaned during a given time for using outside the library. The term has been used more commonly than synonym issue.

Circulation Section: Books/document lending section.

Circulation Service: Refers to the activity of a library in lending books to borrowers and keeping records of the loan.

Borrower: Borrower is a regarded member of the library to whom a library lends books. It is also called card holder. Borrower is also referred to a person who uses library materials and one who reads manuscripts for a publisher or library agent who reports on the possibility or advisability of publishing them.

Lending Service: Books/documents circulation service/book issue and return service.

Loan Service: Refers to large sum of money which is raised by the local authority and repayable within a specific time for such activities as the erection of libraries, purchase of furniture etc. It also refer to a book or a number of books given on loan to an individual, a group of persons, an institution or a library.

Due date: Library materials returning time.

Over Due Charge: It is a general practice in libraries to collect overdue charges for books returned after due date. The policy of overdue is primarily a measure of control over proper use of books. The amount of charge and ways of cumulating charges vary and depend on the individual library policy.

Inter Library Loan: Inter- library loan means a cooperative arrangement among the libraries by which one library may borrow material from another library. It refers to loan of library materials provided by one library to another library.

Reservation: Refers to a request for a specific book or other item to get reserved for a reader as soon as it becomes available on completion of processing or on its return from the binder or another reader. It also implies the allocation of memory areas or periodical units to a particular program in a multiprogramming computer.

Renewal: Refers to the extension of the time allowed to the same borrower for reading a book. It also refers to the re-registration of a reader at the expiry of a period of library membership.

Library Collection: The total collection of material of all kinds assembled by a library for its clientele. It is also called library holdings, library resources.

Library materials: Books/documents /Periodicals etc.

Open access: Applied to a library where readers are allowed to browse the shelves.

1.7 Organization of the Study

This study has been organized in the format given below.

- The first chapter deals with an introduction including background of the study, statement of the problem, objectives, scopes and limitations, significance of the study, definition of the terms and this heading itself.
- The second chapter deals with the relevant studies of the research.
- The third chapter deals with the detail information about the study area.
- The fourth chapter deal with the research methodology, research design, population, sampling procedure, data collection procedure and data analysis procedure.
- The fifth chapter deals with analysis and presentation of study which evaluates either the set objectives
- The sixth chapter deals with summary, conclusion and recommendations.

REFERENCE

- Bhandary, Krishna Mani.(2003).TU Special Bulletin, p. 53
- Dilli, K. T. (1997). Basics of library and information science. New Delhi: Vikas publishing House, pp. 13, 16, 17, 18-19,73.
- Khanna, J. K. (1994). Library and Society. 2nd rev. enlarged ed. New Delhi: ESS Publication pp. 1, 41.
- Krishan Kumar. (1991). Library manual.- 4th rev. ed.- New Delhi: Vikas Publishing House p. 3
- Librarians glossary of terms used in librarianship and the book craft and reference book, (1971). p 382-671.
- Pangeni, Bhabeshwor (2068 BS). Five Decades of TUCL. - Kathmandu: TUCL p. 127
- TU Central Library Annual Report (2007/2008) p. 43-44

CHAPTER - II

LITERATURE REVIEW

Review of literature includes the studies which have been competently executed and clearly reported and are closely related to the present problems. It also help to eliminate the duplication of what has already been done and provides background for useful suggestion for further investigation. In research of related literature, the researcher, among others should concentrate upon similar but completely executed studies, design of the study, sampling methods, population sample variable defined, extraneous variables controlled, recommendation etc. for further research.

Thus, review of literature is the fundamental basis which provides necessary information regarding the relevant topic. It is the way of locating, obtaining, reading and analyzing the past studies that are interlinked with the proposed study in one way or other. Some related books, thesis, dissertation and project work are reviewed here.

Bhandary (2003) has described in “ TU central library is an academic library but it has been functioning as national library and public library too. He has mentioned about the service of TUCL with complete information of book borrowing service of TUCL In this bulletin he has also given complete information about the book transaction or library use statistics in tabulation form.

Bajracharya (2008) has informed in her thesis about the membership criteria, book loan service, book reservation service, audio-cassettes lending service, and all activities of circulation section with state the tabulation form. And also has been state numbers of visitors of circulation counter.

Karki (2008) has informed briefly all activities of TUCL. In her thesis, she has mentioned about the membership criteria, book loan service, book reservation service, audio-cassettes lending service and all activities of circulation section with the tabulation form. And also has been state the numbers of visitors of circulation counter. This study concludes documents issue process should be made easy in the circulation section and the library should be able to satisfy the users. The library makes the users habitual by providing all service etc also indicate that. In the thesis ,it was mentioned that the opening hour of the library is not sufficient for the users and most of the users are not satisfied with the document issue process.

Karki, (2002) This is the first Ph. D. thesis in the field of library and information science in Nepal. When the researcher began to write thesis, Dissertation etc. in the context of Nepal , first of all they need to consult this thesis .The thesis includes all types of libraries in Nepal. All libraries are working isoletely. There is no networking between the libraries and information centers of some natures, subjects and areas for economy of information services.

Krishna Kumar (1991) describes the importance of circulation section in chapter 23. There is also indication of the main jobs / or functions of circulation. Such as registration the membership, renewal and withdrawal of membership, Reservation of the books, lost or damaged books, maintenance of the circulation records, maintenance the statistics, inter library loan, property counter, issue or reminders fro overdue books, charging of over-dues, issue return and renewal of books and includes the vigilance at entrance and exit also the function of circulation section.

Mittal (1994) the book describes the circulation work in chapter 16. There is complete information about the circulation work such as registration of membership, lending of books, charging of Over-dues, reservation of books, renewal of books, maintenance of records, maintenance of statistics, lending of books on inter library loan basis. In this book the specimen of the membership form also given. In charging procedure, issue of gate pass, and in discharging procedure, cancellation of gate passes. In this book the “over night issue system” also mentioned . In overnight issue system books are issued at the time of closing the library and the readers are asked to return the books within an hour of the opening of the library on the next day. In this book “the postal loans” also informed us. In “the postal loans” also informed. In the postal loans systems some readers who reside out of station, if enrolled as members, may be allowed to borrow books on special terms. These includes the payment of postal charges to be incurred for sending and receiving the books. The books are issued for a longer period, say for a month or so. This is the very reasonable and practical solution to help the outstation members. In this book has indicate the loan of staff each and every library are provided certain special privileges. These includes, issue of none books. Exception from the payment of overdue changes and issue of new book. In this privileges staff members.

This books indicates the loan of staffs also. Each and every library are provided certain special privileges. In this topics includes, issue of more books, exemption

from the payment of overdue charges and issue of new books. In this privileges staff members should not misuse.

Returning books at another service point is also includes in this book. In England some library systems allow such practices. The books returned at other branch libraries through borrowed from the central libraries, are returned on telephone to the latter ant these are collected by the travelling vans of the central library whenever it visit the branch libraries during the week.

This book also includes “inter availability of Tickets” Transfer of books to branch libraries etc. This books also includes inter library loan methods, such as- Prohibited books, Rights and duties of co-operating libraries , Duties of the borrowing libraries, Responsibilities of borrowing libraries, Condition of loans, Agreement of both libraries form of interlibrary also given in this books etc.

In this chapter includes there are various kinds of Miscellaneous Jobs which are involved in the circulation section/ Such as- Issue of reminders/Recovery of over-due books, Replacement/Payment of lost books, Administration of property counter, Replacement of lost Tokens, Provision of Lockers/carrels . Taking precautions against mutilation and loss of books, Allowing consultation facilities, issue of clearance certificate.

In the chapter 17 there are various kinds of forms and procedures are includes.

In chapter 17 library rules and regulations are given. Model of rules are given below.

Name of the library and place.

Working hour /opening.]

Administration of library In summer/Winter

General rules.

Borrowers and their privilege and obligations.

In chapter 18 there has been complete information about the charging and discharging methods. All systems such as- Day book system, One card system, two card system, machine methods, Browne issue system, Newark issue system, Open access, Close access, Ranganathan’s Readers Ticket, Book Ticket methods / Requisite materials for all charging materials , advantage and disadvantages of all charging systems.

Pangeni (2068 BS). This book describes TUCL is the country's largest library with international identity which has worked in the creation of intellectual human resources. It has worked at the level of both national and public library. Since its establishments, it has gone through various ups and downs, praise and criticism with various programs developments and the works as a representatives of international organization. It has always been thought about preserving the above mentioned facts but no attempts had ever been made till date. This idea was then expressed by the then librarian of TUCL, Mr. Krishna Mani Bhandary to the writer Dr. Bhabeshor Pangeni and finally the book "Five Decades of TUCL" was written and published by TUCL.

The book is about the history of TUCL(2016-2066 BS) from its establishment to present time, describing different aspects of TUCL. The book is helpful to all those who requires information about TUCL. No doubt this publicatin is helpful to the students of library and information sciences and reserchers. Finally we can say this book is a great asset of TUCL.This books describes the activities of TUCL of last five decades (from 2016-2066 BS) in the seven chapters.

Chapter 1 describes the establishment and the history of the library. Chapter 2 describes the policy, act, rules and regulations of the library. Chapter 4 describes about the history of TUCL. Chapter 3 describes the collection of books. Chapter 5 describes the main steps of library strengthening policy. In this chapter mentioned the developments made in the last two decades of TUCL. It includes automation of Nepal collections, started working as National agency of ISBN, Microfilming of following newspapers/documents.

a. Gorkhapatra -1966 May 1- 1980 Dec. 31)

b. The Rising Nepal - (1996-Jan 1-Dec. 31)

c. Ph. D. Thesis on different subjects.

d. Various rare documents etc. Received different equipments of Microfilms, Microfiche and Binding equipment gifted by Japanese cultural Grants.

Established the Archives, Manuscripts section, Rare collection for security and preservation of such important documents.

Installed the security gate to reduce the stealing of books.

Started the facilities of e-resources, online journals, e-books, e-mail, internet, CD Services, E-library etc.

Initiation of Programme for Enhancement of Research Information (PERI) run by International Network for the Availability of Scientific publication (INASP).

Started the distribution of CIP (Cataloguing in Publication) to make a new start on the occasion of silver jubilee of TU.

Chapter 6 describes the various activities of the TUCL. Chapter 7 includes the reference materials and also includes the index and appendix etc.

This is the first book published by TUCL describing Central Library. It's essential for the researcher to consult this book before they begin to write thesis, Dissertation etc. about TUCL. This books includes all types of information about TUCL's, without the consultation of this book the research would be incomplete.

Banglore University Library

Banglore University Library came into existence on 1966 with about 35,000 books and several bound volumes of periodicals of the central college library affiliated to Mysore University, Mysore.

Today, this University Library is housed in a magnificent star modeled functional buildings with includes separate reference section stack room and read hall. The collections are continuous to grow at the rate of exceeding 5000 title annually. Now this library also subscribes more over 450 periodicals covering more than 45 disciplines . The journals are organized in subject wise.

The categories of the members of the Bangalore University Libraries are Teachers, Students, research scholars, non teaching staff , members of statutory committee, retired teachers and former students of this University.

But the research scholar, technical/ assistants institutional All students on roll of University P.G. Department shall become members of library on payment of annual fee of Rs 50.00 per annum. Faculty members may enroll themselves as library members of production of a copy of the appointment orders and two ID card size latest photographs.

The followings categories of membership also distributed in this library. A corporate membership, Institutional membership should paying annual fees of 5000. If such member wants to borrow the books they should pay deposit per books Rs. 1000.

Books and other documents borrowed from the library should be returns within the due date. If not returned within due date. they members and such types of other member should not paying the over dues charges.

The textbook can be issued overnight ant late fee will be charged Rs 5 per book per days.

All students shall return books borrowed from the library before commencement of the examination and get No dues certificate from the library. Refund of the library deposit should be claimed by the member within one year from the date of complete of / his/ her membership.

The employees staff or teachers of this University who transferred to other university/ any department should return the books borrowed from the library and get No dues certificate before they get relieved.

Duplicate membership card/ borrowers ticket shall be issued only on the payment of Rs.100.00 per card along with justification letter for the loss.

If the members of this library loss of the books and documents which they have issued , they should have to replace the Same with new books or pay four Times of the cost of the book. Of the book shall be calculated at the current price and exchange rates, in case of foreign boos/documents.

All types of users who wants to using internet and – E journal borrowing facility within the library premises shall have to pay Rs 250 annually.

Document delivery service also provide this library at actual cost will be extends to all the corporate/ Institutional membership.

Inter library loan service, CAS, Bibliographic service, Computerized database search service etc. , on payment of charge fixed by the University from time to time.

Delhi University Library System

The Delhi University library began in 1922 with a collection of mere 1380 gift books. At first this University was located on the Old Viceregal Lodge(the present office of the V.C. Office) The library moved to its present locate in the heart of the campus on

December 01, 1958. Present building, originally conceives as the central library of the University ,has been reduced to central reference library. There are various libraries are in closed to Delhi University library system.

The Delhi University library is largely funded by the University Grants Commission.

Present holdings of Delhi University Library's are-

Books- over 14,04,000 volume

Journals- Regular subscription for about 2000 approximately 4000 journals are available online.

PHD Thesis- Over 13000 collections

M. Phil Dissertation- Over 13000collections

Manuscripts- Near about 700 collections.

Membership: Teachers, Research students and Post- Graduate Master's degree students are the member of this library. The Membership must be renewed on before the date of expiry . Library security deposit or any other special deposit with the University or the University library is refundable on claim within two years of the date of expiry of the membership of the library.

Condition of Loan: Library Ticket are not transferable. Only textbooks are issued or for loan. There are different kinds of library units and textbooks loan period also different.

Reservation of text books in done to ensure equitable use of such books are less in number but much in demand.

Over dues charges for keeping the text book overtime are 25paise per day per volume for the first two days and 50 paise per day per volume, thereafter. An over-due charge of no for ordinary books. This overdue charge are collected the conscience Box methods.

Issue system: One each occasion the book is borrowed a readers ticket is to be given at the library counter and the identity card/membership card shown. The ticket will be returned to the member only when the book is returned.

When a readers ticket and membership card are lost together a special deposit of Rs.50/= will be required from the member, refundable on the expiry of the validity of

the lost ticket/card. Duplicate ticket will be issued. Clearance Certificate of library is required for the student of the library before taking a University examination. Research student is required to submit a clearance certificate of the library to the Board of Research studied before the research work is accepted for examination.

Clearance certificate is not issued to nonmember.

There is **Open access** system in this University library where the members have privilege of direct access to the shelves in the stacks. The shelves arrangement are classified order.

Library Hour:The library functions for nearly twelve hours or more during the academic session. Library hours are subject to change from time to time and all changes in timing are duly notified on the notice board.

The libraries open round the year except on Republic Day, Holi, Independence day and Gandhi Jayanti.

Madras University Library

Madras University Library was established in 1907 in the public library. The existing library building, built in Indo-British style was opened in 1936. Membership and eligibility issuing books are as follows_

Category	Deposit	Eligibility (Books)
Faculty	----	10
Research Associate	-----	05
Research Scholars	Rs. 250	05
M. Phil.	Rs. 250	03
Post Graduate	Rs. 250	03
Certificate Course	Rs. 250	02
Affiliated College	Rs. 2000	10

Institutional Membership Rs. 2000+Rs. 200 per ticket (per year) up to tickets.

Industrial Membership Rs. 5000+ Rs. 1000 per ticket(per year) up to 5 tickets.

No time separated for issue and return of books.

Renewal

Books may be renewed for a further period of 28 days provided the books are not under reservation. Locally placed people can be renewed from issue counter and

distantly place users may renewed with telephone or post-card. If another reader have to reservation that book are not renewed, they should returned the due date.

Reminder also sent this library after due date.

Over Due Charge

Over Due Charge Rs. 0.50 Paise per day/per volume for 28 days from the due- date. And Rs. 1 per day/ per volume for 29th days onwards.

If a borrower has lost a book, a new copy or a latest edition may be replace the lost book(s)—with reasons for the loss. If borrower not able to return the new editions book he/she has to pay prevailing cost of book(s) plus 25%of the cost as library service charge with the overdue charge if any.

If the membership card is lost they have to check the time of expiring the ticket. If, three months time shall elapse a duplicate card can be issued. For duplicate ticket they should pay Rs. 5/= for each duplicate ticket.

No dues certificate also distributed this library.

Inter library loan service also provided this library.

Library of Congress

The library of Congress was established by an act of congress in 1800. The library of Congress occupies three buildings on Capital Hill. The Thomas Jefferson Buildings (1897) is the original separate library of Congress building..the Thomas Jefferson who was the retired president of US, was contributed to established this library, When the library was started Thomas Jefferson offered appropriating \$23.950 for Rs. 6,487 Books, and the foundation was laid for a great national library.

Collection

The collection more than 144 Millions items includes more than 33 million catalogued books and other print materials in 460 languages. Library of Congress is the largest library of the world, with millions of books, photographs, maps and manuscripts in its collection.

The mission of library is to support the congress in fulfilling its constitutional duties and to further the progress and make available library collections within their three buildings on Capital Hill and over the Internet.

Another mission of this library is to services to develop qualitatively the library's universal collections, which document the history and further the creativity of the American people. The collections contribute to the advancement of civilization and knowledge throughout the world and to acquire, organize, provide access , to maintain secure and preserve these collections

The loan period is 60 days for all libraries, US and Non-US. A reminder notice is sent after 45 days asking that materials be returned soon. If, they have not return after 50 days. the borrowing privilege will suspension.

The Inter library loan policy also activated in Library of Congress.

Inter library loans may not, ordinarily be renewed Books are issued only Text book section. Returning books are only discharged in the Library of Congress online circulation system.

REFERENCE

- Bhandary, Krishna Mani.(2003). TU special Bulletin Kirtipur. TU p. 53-54.
- Bajracharya, Dibya.(2004). A case study of overdue date problem in the circulation system of Padma Kayna Campus Library, Kathmandu: Department of Library and Information Science p. 12-15.
- Karki, Kalpana.(2008). A study of Nepal Collection of Tribhuvan University central library. Kathmandu: Department of Library and Information Science. p.17-19.
- Karki, Madhusudan.(2002). The study of emergence and development of Libraries, Information Centers and Information Professionalism in Nepal: Appraisal. A Thesis. Bhim Rao Ambedkar University.
- Krishan Kumar.(1991). Library manual.- 4th rev. ed. New Delhi: Vikas Publishing House p.170-199.
- Mittal, R. L. (1984). Library Administration: theory and practice.- 5th ed. New Delhi: Metropolitan Book p. 453-583.
- Pangeni, Bhabeshwor (2068 BS). Five Decades of TUCL. - Kathmandu: TUCL.

Web Reference

- Retrieved from www.library.bub.emet.in/ Bangalore University Library (date: July 09 2011)
- Retrieved from crl.du.ac.in/ Delhi University Library (date: July 09 2011)
- Retrieved from www.unom.ac.in/unomdynam_old/uploads/library/mul/mul.html Madrash University Library system (searching date: 11 July, 2011)
- Retrieved from www.loc.gov/ Library of Congress (date: 11 July, 2011)

CHAPTER – III
FOCUS OF THE STUDY

3. Focus of the study

3.1 Circulation Section

Library is a place where books and other reading materials are kept for use. But the structure and functions of library have changed since the emergence of its concept and the establishment of the first library in Nepal and elsewhere. There are different types of library providing different service to the users. Lending and circulation is one of the important and most used services of the library today.

It has stated that in library, books and other reading materials are collected for use, kept for use and served for use. The circulation section is in complete charge of the mechanics of the use of books by the readers outside the library. It is the performance and attitude of the circulation section that largely makes or mars the reputation of the library.

In addition, to playing the role of essentials, the circulation section has to maintain all the records related to each one of library users, deal with membership and withdrawal, take change of volumes and resources available, keep all the records related to loan of books, remind members about overdue books and so on.

It is said that the main task of circulation service is making the collection of documents available to users at their own convenient time and place; it will indeed, be an eye sore for a librarian to find a book idling on the shelf without a user. (Panwar and Vyas, 1986). The circulation service is essential because the students and others are busy in their classes and other works, so the question arises as to how the library resources can be utilized properly. Are the books to be preserved? Should these be allowed to be read out of the premises. It would be physically not possible to provide enough space for accommodating thousands of readers who will have to come to library if they cannot take home the books for reading purpose. In order to solve this problem the issuing of books for home reading has been inevitable. The circulation function in libraries involves easy use of library materials.

Speaking on the need of well managed layout of the lending library collision says it should not be confusing the reader. It is confusing if it has many island or above stacks. (Collision)

But for the effective use of the circulation service certain rules and regulation must be followed. (Mittal, 1993, 495-506)

One of these rules is period for borrowing books. Everyone wants to keep the books for longer period but other users may too want using the same books at the same time. So, the question of fixing borrowing time arises. In this connection the main objectives of library should be to maximize the benefits derived by users and also to maximize the proportion of users who obtain access to the books they require. Both of these measures required. Some kind of survey of users. (Line, 1989)

Garg, K.C. Says that the library system is made of several sub-systems. The need for the circulation sub-system arises because; certain readers do not want to use document in library only. library premises. They want to use it at their own convenience. The organization and functions of a circulation sub-system may however depend upon the nature and size of the library. (Gary, 1988)

The central library (T.U.), the focus of this study is a multipurpose library. It serves the teaching and research aids of the university, provides documentation and information services, and serves as a display center for materials of educational and cultural nature.

There is several sections in TUCL. One of these is a circulation section. Circulation section is a very important and essential section of the library.

Circulation counter is near to the entrance. This is the heart of the library because through it the user can get various kinds of information about the library services and activities also. And user also can inquire about their needs. In circulation counter there are three staffs. They provide information and materials which is required by the users.

For the convenience of users, TUCL follows an open access system in all collection except for books kept in the special sections. The open access system allows all visitors to go to the books stacks themselves and consult desired books. Library loan service is offered to the library members only. Thus, there are various kinds of services provided from circulation section in TUCL. Such as

Circulation Service

Membership Service

Loan Service

Book (Issue and Return) Service

Audio-cassettes Service

Book Reservation Service

Overdue Fees

Clearance Certificate

Reminder letter for due books return to previous users.

3.2 Book Circulation Service

Book circulation is the main service provides by this library its members i.e. The students, teachers, and research, scholars of the central campus of Kritipur. In addition, private and temporary membership is also provides to the readers. Books circulation includes both the lending of books and services offered by the text book section, reference section, Nepal collection section and periodical section. The activities of the circulation section during the year 2007/08.

S.N.	Details	In numbers
1.	Book issued	35,650
2.	Book returned	33,845
3.	New membership	3,461
4.	Clearance provided	5441

Source: TUCL Annual report 2007/2008

Visitors

Female	14,649
Male	37855
Teachers	1152
Total	53,656

Source: TUCL Annual report 2007/2008

3.3 Membership

TUCL provide membership to teachers, students, administrative staff, under TU central offices and central department of Kiritpur and permanent teachers of all other TU campus in Kathmandu valley are eligible to be members of the library. In addition to all persons with intellectual interests including foreigners on recommendations of their employing organizations in Nepal. In the year 2007/2008, 4300 persons have been granted membership of the library. (Membership form and card as (**Appendix No. 4**)

3.4 Loan Service

All books available in general collection are available for loan. Other collection like, periodical, Nepal collection, text book collection, UN collection and reference collection are not available for loan. These documents are for use within the library.

3.5 Books

Book loan service is provided from the general section. Books borrowing service is available to the following categories of users.

Teachers of University Campus 7 cards 90 days.

Students of University Campus 2 cards 3 weeks.

Staff of Central Office 2 cards 3 weeks.

Private Members 2 cards 3 weeks.

Research Scholars of TU 4 cards 90 days.

A total no. of 35,650 volumes of books were checked out and 33,845 volumes of books were returned in the year 2007/2008.

3.6 Audio Cassettes

In 1999, social welfare council Nepal provided NRS Rs. 40,000/= (Forty Thousands only) to establish and to development the audio collection since there are not master level materials, in the Braille script to serve its visually impaired students/ users overing the subject Nepali and political science. 900 audio cassettes are preserved. About 170 cassettes were issued and returned.

3.7 Books Reservation

The books which are on high demand or not currently found on the shelves can be reserved. Reserved books are issued only for 7 days. The library does its best to get reserved books returned within the due date in order to make them available to other members. But this facility sometime creates problems because the highly demanded books are not returned on this due date. A total on of 100 books were reserved in the year 2007/08.

3.8 Due Date Fees

Overdue charge of Rs. 1/= (Rs. one) is raised for a day for each book not returned in due date. But there were as many as 73 books issued to the students and 12 Issued to teacher that were not returned the year-2007/08.

The local daily newspapers named Kantipur published the names of well known professors, planners, parliamentarians and ministers who have not yet returned the due books.

3.9 Clearance Certificate

The membership card and the readers' tickets are property of library. The membership card and readers' ticket are to be returned to obtain a clearance certificates.

For the protection of the assets of TUCL (books, documents), issuing of due clearance certificate from TUCL has been made mandatory for all the members of TUCL, including both regular and private members from TU Kirtipur Campus and other TU affiliated colleges. This due clearance certificate is required to get the transcript after completing master degree, M. Phil and Ph. D. for the students. and to utilize the post service facilities provided by TU for the teachers and staffs. This provision enables in effective running of TUCL.

3.10 Reminder letter for the due book return to previous users

Circulation section is the central part or activities in the library . The main function of the circulation section in to facilitate the use of library materials for their users. This section is essential because library exists to get the books used by readers., so it is the only section of the library where the staff come in contact with readers. The circulation section is in complete charge of the mechanics of the use of books by the readers can escape coming into relation with circulation section. Therefore, it is the

performance an attitude of the circulation section that makes the reputation of a library. ALA Glossary defines circulation "as the activity of a library in lending books to borrowers and keeping the records of the library." (Shrestha, 2000, p. 2)

3.11 Function of Circulation

Types of activities performed by circulation section are as follows.

- To maintain all record relating to the users of the library.
- To admit users as members and deals with the withdrawal of membership.
- To remind the members about due books.
- To collect the dues from the members.
- To take charge of the volume returned after consultation by users.
- To manage the entire word of interlibrary loan.

Circulation refers to the activity of a library in lending books to borrowers and keeping records of the loans. In other words, that part of library service which is concerned with the circulation of books and other reading materials is known as circulation section or the lending section. This is the most popular section of library.

The terms "Circulation" also reforms to the total numbers of volumes including pamphlets and periodicals, loaned during a given period of time for use outside the library. According to American the term circulation work indicates the work of the department issuing books for have reading.

The jobs should be done a daily basis. So, the job of circulation section differs from that of the other section. The distinctive work of circulation section is to be planned with reference to the users of the resources of the library. Mainly the circulation section involves the following jobs or functions.

1. Vigilance at entrance and exit
2. Registration of member (renewal and withdrawal of membership).
3. Lending of books (issue or return and renewal of books)
4. Renewal of Books
5. Charging of overdue (charging and discharging works)
6. Reservation of books

7. Renewal of books
8. Maintenance of records
9. Maintenance of statistics
10. Lending of books on inter-library loan
11. Issue of reminders for overdue books
12. Work relation to books lost or damages by users
13. Property counter
14. Miscellaneous jobs

3.11.1 Vigilance Entrance and Exit

The staff of the circulation section has to be maintain vigilance at entrance and exit of the library. Their approach should be humane. They should be courteous strict and friendly but not off onside. The work of vigilance becomes difficult in an open access any library.

3.11.2 Registration of members (renewal and withdrawal of membership)

If a person wants to Enroll himself as a member, he will be given an application form to fill up. After completing the formalities, he will be registered as a member once the period of membership expires, his membership would be renewal. If a user wants to withdraw his membership, then circulation section would take necessary steps in this regard.

3.11.3 Lending of books (issue and return / charging and discharging work)

In case a user wants to borrow a book, this will involve charging work relating to return of books is referred to as discharging work.

The circulation of books takes Place at the counter, where books move in and out of the library, Hence the counter is the heart of the library. Majority of the users come taking books home. Different categories of user are entitled to get varying number of books for a given period of time. These books can be re-issued for another loan period on presentation of the books at the counter. If they are not demand , it is known as "extension of books." (Renewal of books).

The team charging is the record of loan, giving particulars of the book lend and the reader's name and address. In other words charging us to issue a book and to record the loan of the book (Mittal, 1997, p. 453-585).

In olden days the libraries were consider as store house and only a few privileged people were issued books. Thanks to the invention of printing press and the resulting increase in publication books resulted in the reduction in prices of the books. This enabled the libraries to issue books to the users.

In charging procedure – when the books issue the gate pass also inserts in the books and the junior library staff at the check counter verifies the gate pass with these of the issued book and allows the reader to take the book home.

Initially the books were issued by mentioning the bibliographical details of the book and the details of the reader to whom the book had been issued in a ledger. The number of libraries, books and readers increased in due course. As a result, the older charging systems like Day book system and ledger system were replaced by card system.

There are different types of charging systems in use . They are as in (**Appendix No. 5**)

Among them the following are the important charging systems which are currently in use:-

Newark Charging System.

Browne Charging System.

Ranganathan's Charging System(Ranganathan's Readers ticket, book ticket methods)

3.11.3 a Newark Charging System

This method of recording book loans is widely used in America. It was introduced in the United States in 1990. In this system each user is issued a borrower's card mentioning the details of registration number, name, address, etc. To get a book issued, the user has to present the book along with the borrowers card. The circulation staffs withdraw the book card from the book pocket and notes down the registration number on it and puts the stamp of the due date on the borrower's card. The borrowers card along with the book is returned to the user.

To return the book, the user presents the book and the borrower's card at the discharging counter. The counter assistant will search for the relevant book card from the charging tray and replace it in the book pocket. The date of return would be stamped (cancellation) on the book card date slip and the borrower's card.

3.11 b Browne Charging System

The "Browne Charging System" was started by Nine E. Browne. It is a single-entry method of recording book loans. It is a single method of recording book loans. It uses a pocket bearing the borrower's name to hold the book card. This system is little used in Western countries but it is very popular in Indian libraries.

In this system each reader is given borrower's cards bearing pockets to hold the book cards of the books issued out. The cards bear the details of the user, registration number, name and address of the user. The book card bears the call number, author and title.

When a user wants to get a book issued he/she presents the book along with the borrower's card. The counter assistant removes the book card from the book and inserts it in the borrower's card. The he/she stamps the due-date on the date slip, and return the borrower's ticket to the reader.

3.11 c Ranganathan's Charging system

Ranganathan's charging system is just the reverse of Browne charging system. In this system, the book card is removed from the book pocket and the borrower's ticket is slipped in the book card. After stamping the due-date on the date slip, the book is returned to the reader.

The main difference between Ranganathan's and Browne Charging system is that in the former system the book card holds the borrower's card, whereas in the latter the borrower's card holds the book card.

Thus, we know, various charging system and now in TUCL applying to mixing up the both charging system Newark charging system and Browne charging system. (the example of membership card is given in the **(Appendix No. 5)**)

TUCL just starts the barcode system in circulation section for book charging for book issue and return but there were various problems such as : In the load shading time there is no power backup system, Only near about 50,000 (fifty thousand books

are in-closed in data base management in this situation there is problem in circulation, Lack of train human resource in circulation section is another problem. TUCL started KOHA database from 2010, This software is starting first time in TUCL no another libraries of Nepal working with this software so in starting phase there is various problem, this problems are faced in this library.

TUCL starting the electronic membership card but this is also not run smoothly. Now it is breakdown.

3.11 4 Renewal of Books

Renewal of loan (book) would from part of discharging work.

Some books are required by reader time after again, because they may require it constantly or that the books being long- time, may require more time for studying them thoroughly. The books are to be put to maximum use constantly as is enjoy it upon by the first law & third laws of library science. For renewal book should be physically preserving to the circulation counter.

3.11.5 Charging of over-dues

If the book returned is overdue, then the user would be asked to drop the overdue charges in the conscience box. The charge should be just a token amount, because it can neither become a source of revenue nor it should be consider as such. It should be collect from the account section in the library because account section should be given a Receipt. The account section is needed in the library. The due date slip and book card are given in the **(Appendix No. 6)**

3.11.6 Issue of Reminders

Depending upon the policy of the library, reminders may be sent to overdue book. This is the job of circulation section.

3.11.7 Reservation of Books

In case, user services a book which is on loan, the same would not be re-issued to the person who got it issued in the first instance, when a user who had reserved the books calls for reserved books, then after satisfying about the identity of the person, he/she would be issued the book. Reservation form is given in the **(Appendix No. 7)**

3.11.8 Maintenance of Records

The circulation section would be expected to maintain records for membership, loan of books, over-dues, money charged from lost books and damaged books, over-dues, money charged for lost books and damaged books, gate register (contains names, address, status, remarks and signatures of the users visiting the library and tickets lost.

3.11.9 Maintenance of Statistics

The maintenance of statistics is the utmost importance because without these reliable records cannot be prepared. And an Annual report presented without these statistics will be incomplete. At the end of the day, total up the statistics for number of members registered/renewed/withdrawn; number of books issued subjects wise; number of books reserved; number of person who visited the library. The kind of statistics to be collected would depend upon the policy of the library.

3.11.10 Inter-library Loan

Inter library loan means a co-operative arrangement among libraries by which a library may borrow material from another library. It refers to a loan of library material provided by the library to another library.

Inter-library loan also responsibility of circulation section.

A member of a library who wants to get a book from another library on inter library loan has to apply on a application to its own library. The library process all kinds of formalities and taking the requested documents from another library and to give that documents to the users. When the reader return the document/book and the library deposit that book, the following forms may be used for inter-library loan purposes: (**Appendix No. 8, 9**)

3.11.11 Issue of Reminders for Over-dues books

Depending upon the policy of the library , reminders may be sent for over- dues books.

3.11.12 Lost or Damaged Books

Occasionally a user may loss or damage a volume . In the former case, he/she would be requested to replace the copy. In the latter case the book would be got repaired and the user would be asked to pay the charges.

3.11.13 Property Counter

In case users are not allowed to bring personal belongings, then these can be kept at the property counter. Staff members may give a token for safe keeping of belongings

3.11.14 Miscellaneous jobs

Some time, Circulation section is allocated additional functions such as shelving of books, Reference services etc., very often combining of certain functions may take place due to lack of staff or small size of operations.

Issue of reminder/recovery of overdue books.

Adopting new system of circulation system.

REFERENCE

- Garg, Kailash Chandra. (1985). Circulation sub system for operation.- New Delhi :Herald Library Science
- Line, Maurice.(1989). Academic Library Management .- London: The Library Association
- Mittal, R. L. (1984). Library Administration: theory and practice.- 5th rev. ed.- New Delhi: Metropolitan Book pp. 453-583,495-506, 556-558.
- Shrestha, Sanju. (2000). An Evaluation of the Circulation Service at the Central Library of Tribhuvan University. A project work pp. 2,9.

CHAPTER - IV

RESEARCH METHODOLOGY

Research is the process of a systematic and detail investigation or search of any particular subject with aim of discovering, collection, compilation, presentation and interpretation of relevant data. The term research is also used to describe a collection of information about a specific topic too. (Wolf, & Pant, 2005, p. 4-6).

The present study is concerned with the service of TUCL circulation section. The study is descriptive and analytic in nature.

4.1 Research design

It is the plan and strategy of investigation conceived for the collection and analysis of data. It also helps to guide the researcher in proper direction in order to meet the objectives of the study. The design may be a specific presentation of the various steps in research process. Hence, a combination of different methods is being used to collect the relevant facts, figure and data. Mainly questionnaire, survey, interview, observation, and document study tools were used.

Questionnaire

A questionnaire consisting of many different structured as well as open ended items was used for gathering primary information from users . A copy of the questionnaire for the study used is given in the (**Appendix No. 10**).

Survey

The present status and physical facilities of this library was observed by field survey.

Interview

Structured interview was held with key persons of the circulation service so as to get information about the problems and issues of this section.

Observation-on-the spot

The researcher visited the circulation counter off and on to get the first hand information about the working of the circulation section of TUCL.

Document study

Relevant record, reports and studies carried on circulation services were consulted.

4.2 Sources of data

The data for this study was collected by different sources, including primary as well as secondary sources. The primary data were collected through field survey using the questionnaire. Dissertations, Theses, Articles, Books, prospectuses, office records, bulletins, brochures etc. were sources of secondary data.

4.3 Population

The study is concerned with the collection, and user's satisfaction of circulation of TUCL. The population sample of the study consisted of Post Graduate (Master level student of University Campus, Kirtipur. The study is concerned on total library users with stratified sampling. The library staffs of TUCL circulation section has also included for the purpose of data collection.

A total of 100 sets of questionnaires were distributed to the sampled students. And 60 questionnaires were distributed to students outside University Campus, Kirtipur. The questionnaire was distributed to the students when they were visiting the TUCL and each student was asked to return the questionnaire upon completion to researcher or to leave at circulation section of TUCL.

4.4 Sampling procedure

The stratified sampling technique was adopted for this study. As already mentioned, population were selected from the users of circulation section. One hundred questionnaires had been distributed to students of TU Central Campus, Kirtipur and 60 questionnaires distributed to outside students of TU Central campus. All distributed questionnaires were returned, but some questions were not answered by them. The questionnaire had been distributed from 12:00 to 3:00 PM during 25th December 2010 to 7th January 2011.

4.5 Data collection procedure

The questionnaires were constructed upon consultation and approval of the guide assigned by the Department of the Library and Information Science, Faculty of Humanities and Social Science, T. U. Kirtipur. The researcher had visited the TUCL staff of circulation section.

The questionnaires were given hand-to-hand to users. Users filled up questions without any restriction and hesitation. Some questions are not answered by them.

4.6 Data Analysis Procedure

The data analysis is based on the 100 questionnaires, which were returned by the users. The data in the form of questionnaires have been collected, edited, tabulated and analyzed using some statistical tools. Results are presented in percentage.

All those collected data were checked to remove the possible errors that presented the summary of answers from respondents. Primary data were taken from users and processed data were interpreted in the form of tabulation. The result of analysis could be found in tables and figures making references relevant to the research relations, studies and drawing conclusions about them.

The set of questionnaires was intended to draw out the following data and it was divided into the following parts.

Part A: Personal information/data

In this part, information regarding the full name of users, faculty, academic qualification and gender also included. This part is designed to obtain personal data of respondents.

Part B: Library Use

Questions designed in this part were intended to obtain the information regarding the member of the library, the purpose of visit by users, Frequency of visit TUCL, Opinion of about TUCL, awareness about circulation section, Present opening hour of TUCL, etc were included.

Part C. Information Sources

This part is designed to elicit information regarding source of information that is used for finding the information / required documents.

Part D. Information Service

In this part, information about various section of TUCL, users are satisfied or not, and about book loan system, due date and over-due charge etc. Which are related in circulation section.

REFERENCE

Wolf, Haward K. & Pant, Prem Raj (2005) . Social science research and thesis writing. 4th ed.- Kathmandu; Buddha Academy p. 4-6.

CHAPTER – V

DATA PRESENTATION AND ANALYSIS

The circulation section service has gone a long way in providing quality service and facilitating to users quickly and easily with the development of IT and ICT. Circulation service is provided to university campus students, teachers, M. Phil students, Ph. D. Scholars of central campus Kirtipur Campus staffs and T.U. Central office staffs and researcher's of the four research centers has been taken for the study. Data have been collected from university campus from various departments.

The data has been collected on the basis the questionnaire (**Appendix no. 1**) distributed to the students and teachers.

A total of 100 questionnaires were distributed for the study. The questionnaire was prepared on the criteria discussed above to fulfill the objectives of the study. The data analysis and presentation is based on the response received from the users of TUCL. Besides this, the literature written on respective circulation section and personal interviews have been used in this study.

According to the questionnaire, the data are analyzed from details of the circulation service. In the introductory part of the questionnaire, the respondents have been asked about personal information, institutional information and library resources. The personal information section has been kept optional. Other three parts of the questionnaire are to obtain the information about the library. This information has been used to formulate the related chapter.

Presentation of the data

In this chapter the results of the study are presented in tables, bar diagram and pie-charts wherever appropriate. Those tables are analyzed and presented systematically.

Collection details

Questionnaires were distributed to find out the collection status of the libraries. Total 100 questionnaires were distributed to 100 users. All the questionnaires were returned.

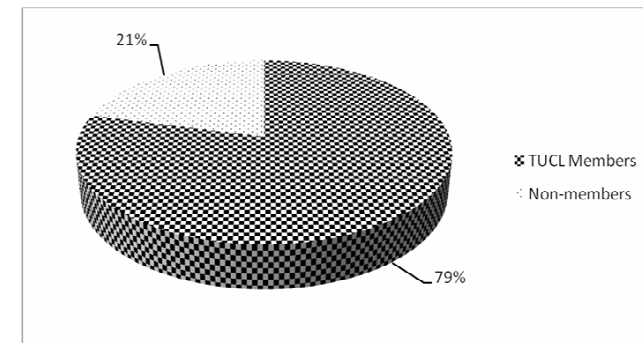
The following are the analysis and presentations based upon the questionnaires.

5.1 Pattern of Membership

Table No. 8 pattern of membership

S.N.	Categories	Percentage
1	TUCL Members	79%
2	Non-members	21%
	Total	100%

Figure No. 1 Pattern of membership



The above table shows that 79% respondents are the member of TUCL and 21% are non member of TUCL. It shows that the library visit in various numbers of users in TUCL.

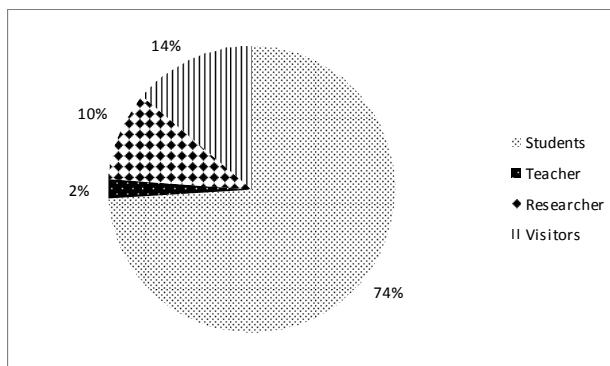
The above Figure also shows that 21% of the visitors are using this library without their membership. They need not be compulsory to take membership for study within library. 79% members are taking all kinds of facilities in TUCL.

5.2 Category of users

Table No. 9 users status

S. N.	Categories of Users	Percentage
1	Students	74%
2	Teacher	2%
3	Researcher	10%
4	Visitors	14%
	Total	100%

Figure No. 2 Category of users



The above table shows that 74% are students, 10% researchers, 14% visitors, and 2% are teachers. Only 10% researchers are using the library. The teachers of TU are using this library rarely only 2% teacher out of 100 is using the library.

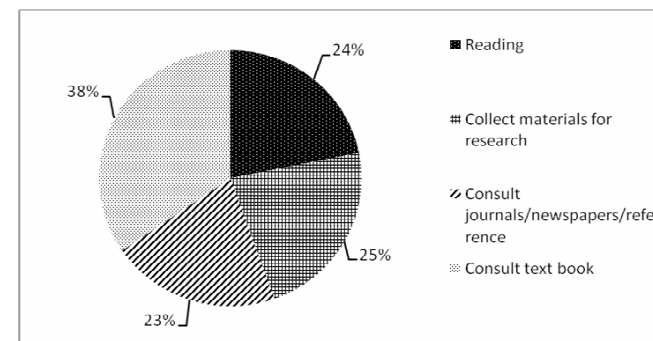
The above Figure also shows that 74% students using this library for their required materials. It also shows that most of the teachers of TU uses library seldom and most of the users are student in this library.

5.3 Purpose of visit of the library

Table No. 10 visiting purpose

S. N.	Visit purpose	Percentage
1.	Reading	24%
2.	Collect materials for research	25%
3.	Consult journals/newspapers/reference	23%
4.	Consult text book	38%
	Total	100%

Figure No. 3 visiting purpose



The above table shows that most of the students consult the text books. 38% users use the text book and 24% for reading the various materials on syllabus. 23% users consult journals, newspapers and reference materials.

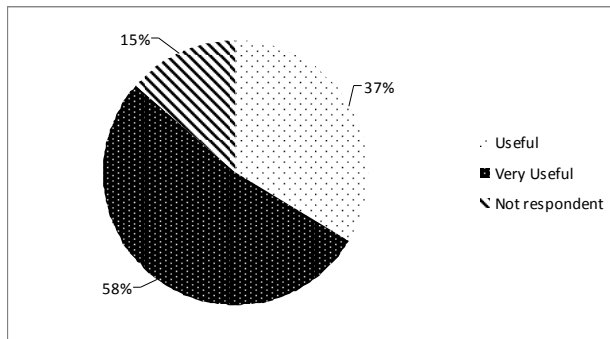
The above Figure also shows that only 24% users are consulted journals, newspaper, reference materials, while 25% use their research materials. 38% users use the text book for their study.

5.4 Opinion about TUCL on usefulness

Table No. 11 opinion about TUCL

S. No.	Opinions	Percentage
1	Useful	37%
2	Very Useful	58%
3	Not respondent	15%
	Total	100%

Figure No. 4 opinion about TUCL



The above table shows that the 58% of users give their opinion about TUCL is very useful and 15% are not respondent. The materials of the TUCL various and their use is not being properly of. 37% of users give their view their opinion about TUCL is little bit useful.

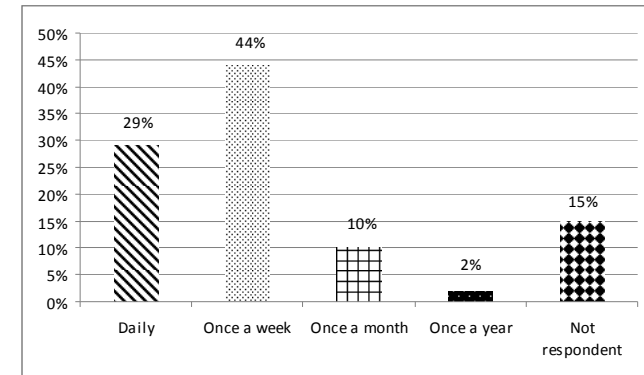
The above Figure also shows that 37% users feel that this library is useful for them .15% of users are not respondents this questions.

5.5 Frequency of library Visits

Table No. 12 library visit

S.N.	Library Visits	Percentage
1	Daily	29%
2	Once a week	44%
3	Once a month	10%
4	Once a year	2%
5	Not respondent	15%
	Total	100%

Figure No. 5 library visit



The above table shows the 29% visitors come to study every day at TUCL. The ratio is high in this case but 2% visitors visited only once a year. 15 visitors are not respondent this questions.

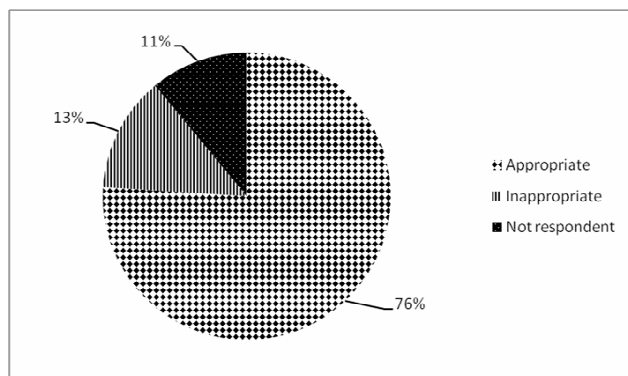
The above Figure also shows that 44% visitors visit this library once a week. 10% visitors visit this library once a month. 2% of visitors are visits this library once a year. This table and figure shows that most of the users visit this library once a week.

5.6 Appropriateness opening hours of TUCL

Table No. 13 opening hours of TUCL

S.N.	Opening hours	Percentage
1	Appropriate	76%
2	Inappropriate	13%
3	Not respondent	11%
	Total	100%

Figure No. 6 opening hours of TUCL



The above table shows the preference of library time. The opening hours are disliked by 13% users simultaneously 11% of the users are not respondent in this questions. 76% users are satisfied with the opening hour currently.

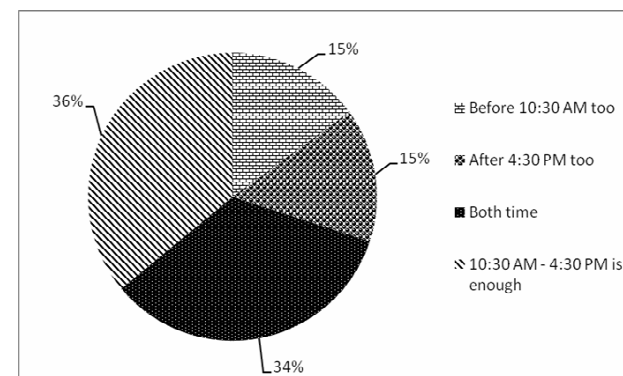
The above Figures also shows that 76% users like the current opening time of TUCL i.e. 8 am to 6 pm but not 10.30 to 4.30 using time and 13% are not satisfied with the opening time of the library.

5.7 Servicing time of circulation section

Table No. 14 Service time of circulation section

S.N.	Desired service time	Percentage
1	Before 10:30 AM too	15%
2	After 4:30 PM too	15%
3	Both time	34%
4	10:30 AM - 4:30 PM is enough	36%
	Total	100%

Figure No. 7 Service time of circulation section



The above table show that only 36% of visitors said the current time for book loan period is enough. Majority of students i. e. 64% wants books to be used before 10.30 and after 4.30. Out of 64% fifteen percent (15%) of users said that Before 10:30 A. M. as well After 4:30 P.M. is suitable time for Loan period of books. They wants whole of library opening time is necessary for circulation service or for book loan services.

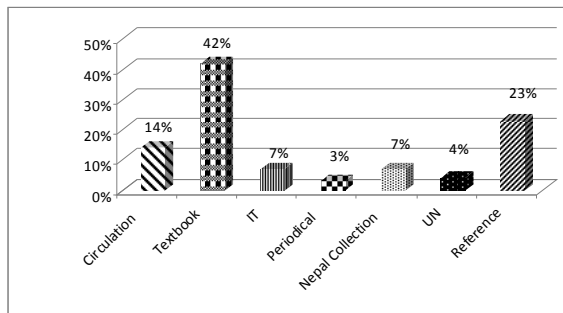
The above Figure also shows that Before 10:30 A.M. or After 4:30 P.M. in both time preferred for loan of books from this library. They are not like rigid on the time for book issue. 36% of users said this time is sufficient for them.

5.8 Use of different section in TUCL

Table No. 15 use of different section in TUCL

S. N.	Section	Percentage
1	Circulation	14%
2	Textbook	42%
3	IT	7%
4	Periodical	3%
5	Nepal Collection	7%
6	UN	4%
7	Reference	23%
	Total	100%

Figure No. 8 use of different section in TUCL



The above table shows that out of only 14% users are using circulation section. This data shows the visitors of TUCL are not members of it in large number. The above table shows that 42% of the users are using the textbook sections. 23% of the users are using the reference section where there are only reference materials. Only 7% of users are using the Nepal collection section. 4% of the users are using the UN section. Periodical users are fewer in number and the textbook section is the most used section of TUCL.

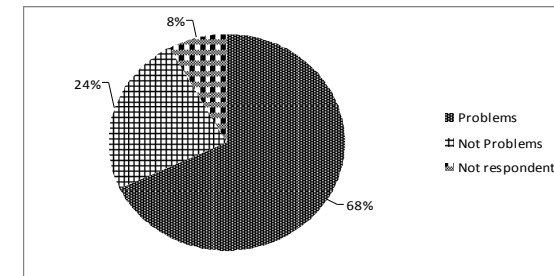
The above figure also shows that reference materials are 2nd priority for the users of TUCL. The thesis working students are visiting the library heavily and they search various materials for reference purposes.

5.9 Problem in searching the library materials

Table No. 16 problem in searching the library materials

S. N.	Users view	Percentage
1	Problems	68%
2	Not Problems	24%
3	Non response	8%
	Total	100%

Figure No. 9 problem in searching the library materials



The above table shows that searching for library material is highly problematic at TUCL. Technology is not strictly followed and users go there for materials inside the library. 68% of users feel that the system to search for materials is all problematic. Only 24% of users feel it is easy to search for materials. 8% of users did not respond to these questions.

The above figures also show that nearly two-thirds of visitors are not satisfied with the existing searching system of TUCL. They said it is difficult to search for needed library materials.

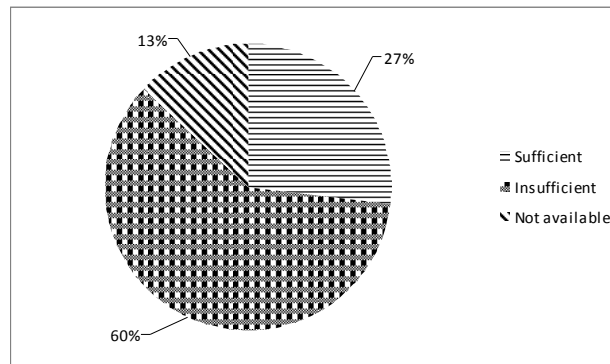
5.10 Opinion about TUCL collection

Table No. 17 Opinion about TUCL collection in their related subjects

S.N.	Opinion about collection	Percentage
1	Sufficient	27%
2	Insufficient	60%
3	Not available	13%
	Total	100%

The above table shows that 60% users are not satisfied in collection of library. 27% respondents expressed there is sufficient materials they need. 13% respondents does not found their relevant document.

Figure No. 10 Opinion about TUCL collection in their related subjects



The above Figure also shows that only 27% users express their view there is sufficient materials in TUCL. But 60% users express there is not required materials. 13% users are not respondent this question.

Most of users felt there is insufficient materials with their related subjects. They found something inside the library but it is not suitable or appropriate document for them.

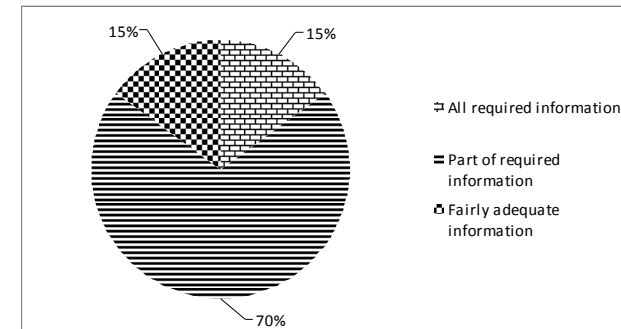
5.11 Information availability in TUCL

Table No. 18 Information availability in TUCL

S.N.	Users Opinion	Percentage
1	All required information	15%
2	Part of required information	70%
3	Fairly adequate information	15%
	Total	100%

The above table shows that the users are lesser in number who seeks the information from TUCL. Only 15% users collected their required information. On other hand 70% users found only parts of documents they needed. 15% of users said that there is fairly adequate information.

Figure No. 11 Information availability in TUCL



The above Figure also shows that parts of documents are various in TUCL while completed materials are not there.

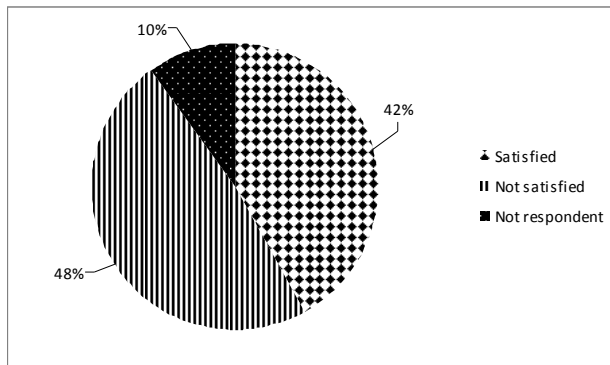
5.12 Satisfaction of the Circulation Service

Table No. 19 Satisfaction of the circulation service

S.N.	Users Satisfaction	Percentage
1	Satisfied	42%
2	Not satisfied	48%
3	Not respondent	10%
	Total	100%

The above table shows that only 42% are satisfied with the service provided by library in circulation section. While 48% are not satisfied with the circulation service.

Figure No. 12 Satisfaction of the circulation service



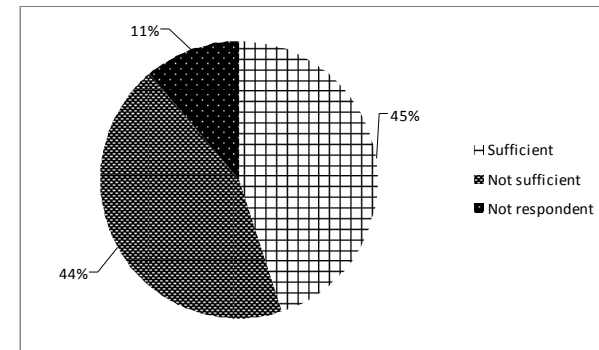
The above Figure also shows that not satisfied ratio in circulation section is higher than satisfaction ratio And 10% visitors are not respondent this questions.

5.13 About loan period of book

Table No. 20 About loan period

S.N.	Current loan period	Percentage
1	Sufficient	45%
2	Not sufficient	44%
3	Not respondent	11%
	Total	100%

Figure No. 13 About loan period



The above table shows that 45% respondents felt the loan period given to them is sufficient. Same as 44% of visitors felt this loan period is insufficient for them. 11% of visitors are not respondent this question. Most of respondents demanded to issue their loan materials for one month.

Users view about sufficient loan period

S.N.	Desired loan period	Percentage
1	3 weeks	11%
2	1 month	24%
3	More than 1 month	9%
	Total	44%

Users directly disliked the existing time period for loan. 65% respondents seek alternate time period for loan system while only 35% measured it as suitable.

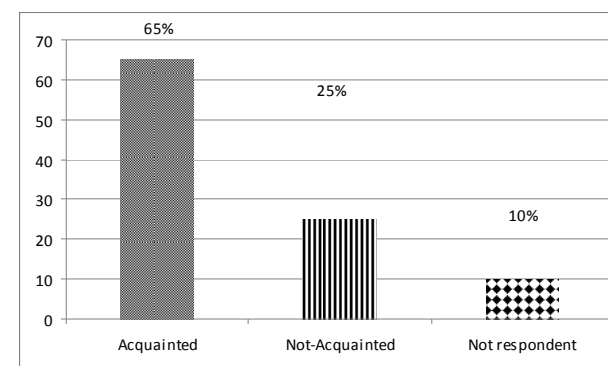
5.14 Knowledge about overdue charge

Table No. 21 Knowledge of overdue charge

S.N.	About overdue charge	Percentage
1	Acquainted	65%
2	Not-Acquainted	25%
3	Not respondent	10%
	Total	100%

The above table shows that all users does not know the overdue charge on books. There is 65% of users are acquainted about over- due charge of books. 25% of users has not acquainted the over- due charge of books. It should be informed to all users for all library rules and regulations. 10% of users are not respondent this questions.

Figure no. 14 Knowledge of overdue charge



The above Figure also shows that 25% users can be problem on the time of their overdue payment. Because, they are not informed or do not know the overdue system of TUCL.

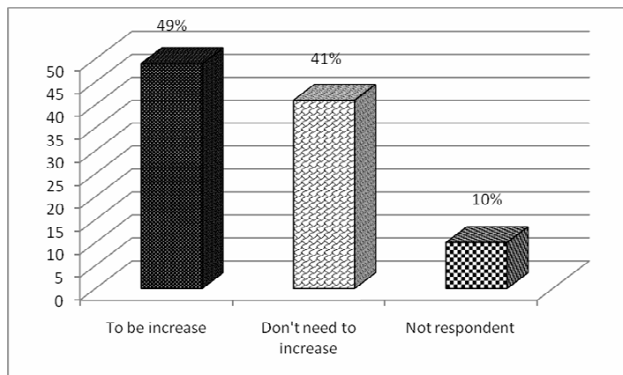
5.15 Rate of over due charge

Table No. 22 Rate of overdue charge

S. N.	Rate of overdue charge	Percentage
1	To be increase	49%
2	Don't need to increase	41%
3	Not respondent	10%
	Total	100%

The above table shows that availability of needed materials in library is less possible, all materials which are important for users are on loan. So, most of the users gave their view to increase fine/over- due charge so that, the materials arrive in time.

Figure No. 15 Rate of overdue charge



The above Figure also shows that the users are ready to increase fine on the condition to availability of their needed materials. 49% of users are ready to pay increase rate of over due charge.

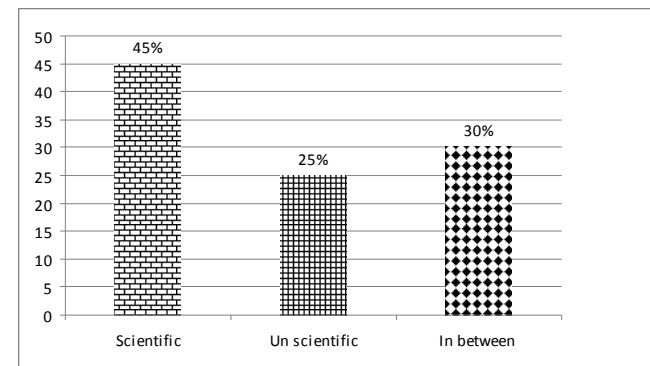
5.16 Book issue techniques

Table No. 23 Book issue techniques

S.N.	Issue Technique	Percentage
1	Scientific	45%
2	Un scientific	25%
3	In between	30%
	Total	100%

The above table shows that the book issuing technique following by library is scientific on the view of 45% users while it is in between according to 30% users. 25% of users said this is unscientific technique for book issue.

Figure No. 16 Book issue techniques



The above Figure also shows that 25% respondents said that the book issuing technique is unscientific in the library. While 45% guessed that it is scientific. 30% of users guessed it is neither scientific nor unscientific it is in between.

**Data analysis of Master Level Students outside University Campus, Kirtipur
(Master level students)**

The researcher distributed 60 questionnaire for the outside of University Campus, Kirtipur. All questionnaire were returned. The data analysis is given below.

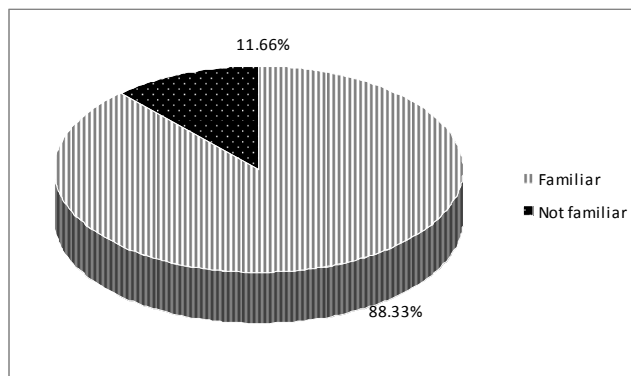
5.17 Familiar about the TUCL

Table No. 24 Familiar about the TUCL

S.N.	About the TUCL	Percentage
1	Familiar	88.33%
2	Not familiar	11.66%
	Total	100%

The above table shows that (88.33%) respondents familiar about TUCL. Rest of (11.66%) of respondents are not familiar about TUCL.

Figure No. 17 Familiar about the TUCL



The above Figure also shows that 88.33% respondent familiar about TUCL and 11.66 % not familiar about TUCL. Most of the respondent are familiar about TUCL.

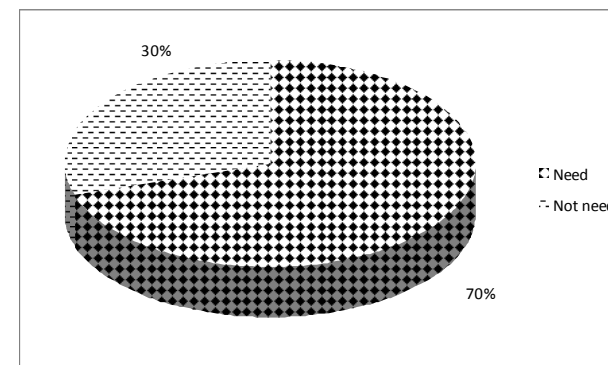
5.18 About TUCL service needed or not needed

Table No. 25 TUCL service needed or not

S. N.	About TUCL service	Percentage
1	Need	70%
2	Not need	30%
	Total	100%

The above table shows that (70%) respondents need about the services of TUCL but (30%) respondents not needed the service of TUCL.

Figure No. 18 TUCL service needed or not



The above Figure also shows that 70% respondent are need the services of TUCL and only 30 % respondents not need the TUCL service.

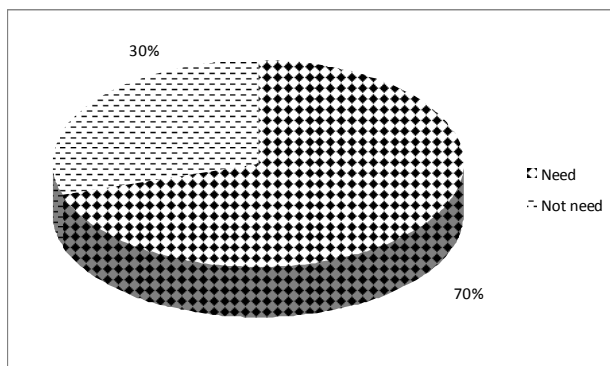
5.19 TUCL membership needed or not

Table No. 26 TUCL membership needed or not

S. N.	About Membership	Percentage
1	Need	70%
2	Not need	30%
	Total	100%

The above table shows that (70%) persons are interested to be a member of TUCL but (30%) persons are not interested to be member of TUCL.

Figure No. 19 TUCL membership needed or not



The above Figure also shows that 70 % respondent need the TUCL membership. It shows that most of the respondents need the TUCL membership.

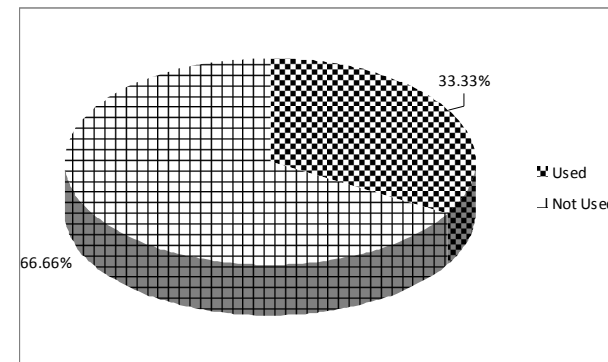
5.20 Using records of TUCL

Table No. 27 Ever used TUCL of not

S. N.	Used detail	Percentage
1	Used	33.33%
2	Not Used	66.66%
	Total	100%

Only 33.33% of respondents used TUCL. But 66.66% of respondent are not ever used TUCL.

Figure No. 20 Ever used TUCL of not



The above Figure also shows that TUCL not using numbers are in largest numbers of respondents outside central campus, Kirtipur.

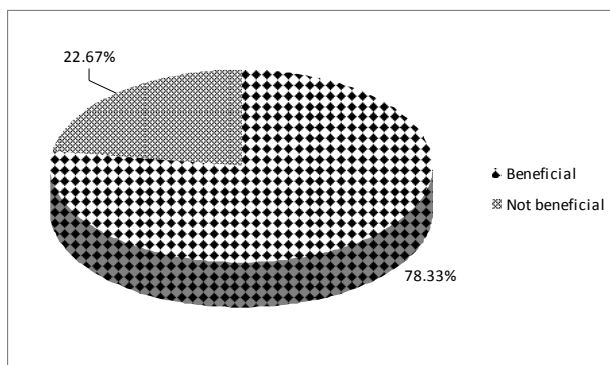
5.21 About TUCL membership

Table No. 28 TUCL membership would be beneficial or not

S.N.	Users View	Percentage
1	Beneficial	78.33%
2	Not beneficial	22.67%
	Total	100%

The above table Shows that (78.33%) respondents said the TUCL membership is beneficial. And (22.67%) respondent said the TUCL membership is not beneficial for them because they are out of valley.

Figure No. 21 TUCL membership would be beneficial or not



The Above Figure also shows that 78.33% of respondents said TUCL membership is beneficial for them. And the rest 22.67 % of respondent said TUCL membership is not beneficial for them.

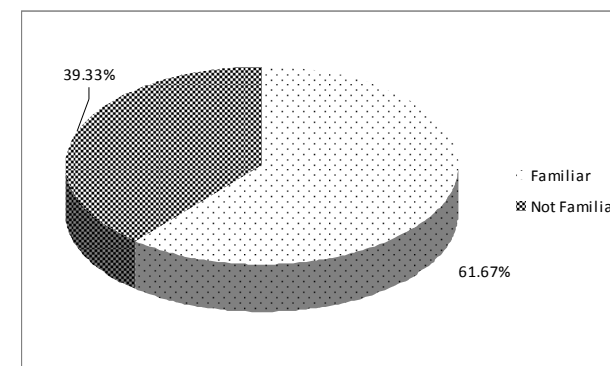
5.22 Familiar about the circulation system of TUCL

Table No. 29 Familiar about the circulation system of TUCL

S.N.	Circulation system	Percentage
1	Familiar	61.67%
2	Not Familiar	39.33%
	Total	100%

The above table shows that (61.67%) respondents are knowing about the circulation system of TUCL. And (39.33%) respondents are not know about the circulation system of TUCL.

Figure No. 22 Familiar about the circulation system of TUCL



The above Figure also shows that 61.67% respondents are knowing about the circulation system of TUCL. And 39.33% respondents are not know about the circulation system of TUCL.

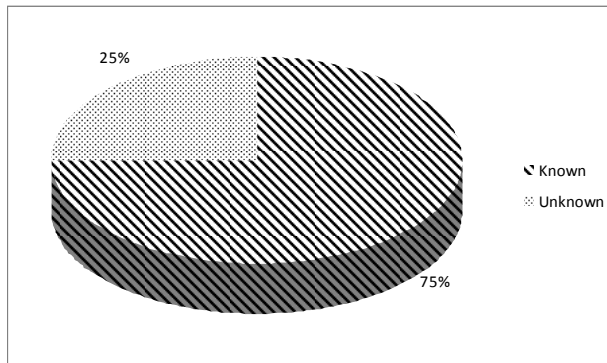
5.23 Knowing about the due clearance certificate

Table No. 30 Knowing about the due clearance certificate

S.N.	Users View	Percentage
1	Known	75%
2	Unknown	25%
	Total	100%

The above table shows that 75% users have known about the due clearance certificate which is required for complete the Master level/M. Phil .Ph.D. degree.

Figure No. 23 Knowing about the due clearance certificate



The above Figure also shows that 25% users are not familiar and 75% users are familiar about the due clearance certificate. Most of the respondent suggested this good step for to preserve the property of TUCL.

5.24 Views of Respondents

- Due to ineffective services provided by the library, there are not sufficient habitual users.
- There are not enough orientation services on a regular basis and not enough advocacy of the rules and regulation of the library.

- There has not been use of new technology on circulation section such as use of barcode system.
- The shelving of books in general section is not proper and there are not enough new editions of books and library materials.
- The catalogue cards are not properly placed in catalogue cabinet.
- The staffs of circulation section are not co-operative enough and they are even not present some time of the day.
- The library opening time is inadequate.
- There in not proper supply of drinking water and no back-up supply of electricity during power cutoffs.

View of TUCL circulation section staff

- The problems of all of the section of library has to be faced by the circulation section.
- Various medical problems like- backache and legs problems are encountered by the staffs of circulation section due to prolonged standing.
- Not only females but male staffs are required in circulation section for various reasons.
- At least two staffs have to be appointed due to over -crowding even during the lunch break.
- The Space is very congested in circulation.

View of TUCL senior staff

- Not returning of books in time is the main problems of circulation section, due to uncontrolled of library members as well as materials of the library.

CHAPTER - VI

SUMMARY, CONCLUSION AND RECOMMENDATION

6.1 Summary and Conclusion

Now, Tribhuvan University Central Library is not just as an academic library for Tribhuvan University only, but it is also acting as public and national library. This can be judge from its collection, users and sections and service provided by it and from its works like national agency for ISBN and publication of Nepalese National Bibliography (NNB).

It has become the largest library of Nepal not only from the collection but also from its service point of view for education and research studies coping with the changing time and demand of users.

The TUCL is one of the oldest and the best equipped library in Nepal. It has more than 3,50,000 of books and more than 450 titles of periodicals. It has been serving the teaching and research needs of the University and also providing documentation and information service. Circulation of its collection is one of the important services the library provides to its users. But Non-returning of issued books has been reported as one of the big problem of the circulation service of the TUCL. So, a study intended to identify the problems and issues raised in connection of the circulation service of TUCL and provide some recommendations to resolve those problems and issues.

To Fulfill the objectives of the study, a research was conducted on a sample of users of the library service through questionnaire was conducted, and interview with key informants and documentation of study was made. The information so gathered was analyzed and shown in table and graphs. The results of the study revealed that the main problem of circulation service is timely return of the issued books, because of which many users were deprived of the opportunity to read the important books in the time they wanted. Means like over- due charge, withdrawal cards etc. are being adopted to solve the problem satisfactorily. There is also provision of due clearance certificate not only TU Kirtipur campus ,this certificate is need for all of the Postgraduate, Master, M. Phil, and Ph. D students. The study also tried to know the opinion of the users about the issue to increase charges on overdue and days allowed to keep the of issued books.

As being social as well as service institution, it is serving regularly to the users from establishment. The main objectives is to support research and teaching of TU by providing quality information services.

Conclusion

So, in this regard, based upon the responses given by users, observation of this section, the researcher has found the following findings and conclusion.

The researchers has distributed 100 questionnaire and the respondents were returned 100 questionnaire ,but some questions are not completed or not respondent.

1. Seventy nine percentage (79%) users are members and Twenty one (21%) users are non members of this library.
2. Seventy four percentage (74%) users are student, ten (10%) users are researcher, one(2%) users are teacher and seven(14%) users are visitors among them.
3. Thirty eight percentage (38%) users are found to consult the textbook section. Twenty five percentage (25%) users are to collect materials for research. Twenty four percentage(24%) users are only reading the library materials and twenty three percentage (23%) users consult journals / newspapers /reference materials.
4. Fifty eight percentage (58%) users are found TUCL as very useful, thirty seven percentage (37%) users have reported as useful and fifteen percentage (15%) users are not responding.
5. Twenty nine percentage (29%) are daily users, forty four percentage (44 %) once a week users, ten percentage(10%) are once a month users and two percentage (2%) are once a year users as the frequency of library visit. Fifteen percentage(15%) of visitors are not responding.
6. Seventy six percentage (76%) users have reported the present opening hour of library is suitable and thirteen percentage (13%) users have reported the time is not suitable. Eleven percentage (11%) of visitors not respondent this questions.
7. Fifteen percentage (15%) users reported the circulation service is needed before 10.30 too , fifteen percentage (15%) users reported the circulation

service is needed after 3.30 too, thirty four percentage (34%) users reported the circulation service is needed before 10.30 to after 3.30 too. They reported this booth time is needed for circulation service, and thirty six percentage (36%) users reported this time is enough and they are satisfied the time of circulation service.

8. Among the total users only fourteen percentage (14%) have used circulation section ,this is not satisfactory rate of using this section.
9. Sixty eight percentage (68%) users have faced problem in searching the library materials and twenty four percentage (24%) users did not face problems in searching the library materials. Eight percentage (8%) users are not responses this question.
10. Twenty seven percentage (27%) users are found sufficient materials in their related field but sixty percentage (60%) did not find sufficient material in their related fields.
11. Forty two percentage(42%) users were satisfied with the document availability in circulation section, forty eight percentage (48%) users are not satisfied with the document availability in circulation section.
12. Forty five percentage (45%) users are satisfied about the loan period of book ,Forty four percentage (44%) are not satisfied the present loan period of at home.
13. Twenty four percentage (24%) users suggested the loan period should be one month and eleven (11%) percentage users suggested three weeks.
14. Sixty five percentage (65%) users are known about the over- due charge of the document and twenty three percentage (25%) users are not known about the over- due charge.
15. Forty nine percentage (49%) users are suggested to increase the over- due charge of the documents and forty one percentage (41%) users did not suggest to increase the over- due charge of the documents.
16. Forty five percentage (45%) users are satisfied with the present book issuing technique , twenty five percentage (25%) users are told unscientific.

17. Eighty eight percentage (88.33%) respondent are familiar about TUCL. Only Eleven percentage (11.66%) respondents are not familiar about TUCL.
18. Seventy percentage (70%) respondent said all kinds of TUCL service is needed for them but thirty percentage (30%) respondent said the TUCL service is not needed for them.
19. Seventy percentage (70%) respondents are not interested to be a membership of TUCL. But Thirty percentage (30%) respondents are not interested to be a membership.
20. Sixty seven percentage (67%) respondents using the TUCL resources but thirty three percentage (33%) respondents are not using TUCL resources..
21. Seventy eight percentage (78.33%) respondents said the TUCL membership is beneficial and twenty two (22.67%) respondents said the TUCL membership is not beneficial for them.
22. Sixty one percentage (61.67%) respondents are familiar about the circulation system of TUCL. Thirty nine percentage (39.33%) respondent are not familiar about circulation system of TUCL
23. Seventy five percentage (75%) respondents are familiar about the due-clearance certificate. And twenty five (25%) respondents are not familiar about due-clearance certificate.
24. According to the view of TUCL circulation section staff ,the section faces the problems of all the section of library. The staff of the section encounters various medical problems like, backache and legs problems. Mostly, female staffs work in the section due various reason. Space is very congested in the sections.
25. According to the view of TUCL senior staff, the main problem of the circulation section is not returning of books in time due to the un controlling mechanism of library members and materials of the library.

6.2 Recommendation

On the basis of above findings and conclusions found from the analysis and interpretation of the data , the suggestion given by users, some recommendations may be fruitful to suggest for the further enhancement of the section in this library.

1. Reading habits of users should be developed by the library as habitual readers/professional studied.
2. More computers with good condition should be added for e-mail and internet.
3. Library should provide effective orientation to the new users for searching library materials.
4. Library should provide catalogue searching methods for retrieval of materials- Manuals and electronic media.
5. Catalogue card should be manage in systematic way.
6. Library should provide adequate and latest materials of users subject field in circulation section.
7. Book/ Document in general section should be available sufficiently.
8. Books on shelf should be properly shelved..
9. Document issue process should be made easy by implementing bar code system.
10. Library should be managed to update collection in general section, and should manage books with proper space.
11. Library should increase the number of staffs and the staff of circulation section should be polite, and should change their misbehavior and laziness.
12. Library should manage the sufficient staffs in circulation section even in tiffin time or other break time.
13. Library should provide 'Library users guide' for all new comers in the library
14. Library opening time should be increased.
15. Rules and regulations should be fully aware to the members.
16. Library should improve different services, such as drinking water, power backup in load shedding time, cleaning the dust of book shelves etc.
17. The volumes of new editions of textbooks and other recommended books be increased in the library and kept for circulation.
18. As the three week time for issue to members are not considered adequate, the library management should see the possibility of increasing the days of issued books.
19. Fine of over- due charge should be increased for enhanced return of over -due.
20. All students should make familiar about due clearance certificate.
21. Library opening time should be increase.
22. Library should manage the adequate space for the circulation section.
23. There should be separate department in the library to face the problems of various sections, such as reference desk.
24. Staffs of the section should be rotated after the certain period of time.
25. Not only female staff, but male staff also should be placed in the circulation section.
26. Controlling mechanism of library members should be made strong to return the books on time.
27. Space should be properly managed because library is growing organism.

REFERENCE

- Bajracharya, Dibya.(2004) A case study of overdue date problem in the circulation system of Padma Kayna Campus Library. Kathmandu: Department of Library and Information Science p. 12-15.
- Bhandary, Krishna Mani.(2003). TU special Bulletin Kirtipur. TU p. 53-54.
- Dilli, K. T.(1997). Basics of library and information science. New Delhi: Vikas publishing House pp. 13,16, 17, 18-19, 73.
- Garg, Kailash Chandra. (1985). Circulation sub system for operation.- New Delhi :Herald Library Science
- Karki, Kalpana.(2008). A study of Nepal Collection of Tribhuvan University central library. Kathmandu: Department of Library and Information Science. p. 17-19.
- Karki, Madhusudan.(2002). The study of emergence and development of Libraries, Information Centers and Information Professionalism in Nepal: Appraisal. A Thesis. Bhim Rao Ambedkar University.
- Khanna, J. K. (1994). Library and Society. 2nd rev. enlarged ed. New Delhi: ESS Publication pp. 1, 3, 41.
- Krishan Kumar. (1991). Library manual.- 4th rev. ed.- New Delhi: Vikas Publishing House pp. 3, 170-199.
- Librarians glossary of terms used in librarianship and the book craft and reference book, (1971). p 382-671.
- Line, Maurice.(1989). Academic Library Management .- London: The Library Association
- Mittal, R. L. (1984). Library Administration: theory and practice.- 5th ed. New Delhi: Metropolitan Book pp. 453-583, 495-506, 556-558.
- Pangeni, Bhabeshwor (2068 BS). Five Decades of TUCL. - Kathmandu: TUCL p. 127.
- Shrestha, Sanju. (2000). An Evaluation of the Circulation Service at the Central Library of Tribhuvan University. A project work p. 2, 9.
- TU Central Library Annual Report(2007/2008).

Wolf, Haward K. & Pant, Prem Raj (2005) . Social science research and thesis writing. 4th ed.- Kathmandu; Buddha Academy p. 4-6.

WEB REFERENCE

- Retrieved from [www. library.bub.ernet.in/](http://www.library.bub.ernet.in/) Banglore University Library (date: July 09 2011)
- Retrieved from crl.du.ac.in/ Delhi University Library (date: July 09 2011)
- Retrieved from www.unom.ac.in/unomdynam_old/uploads/library/mul/mul.html Madrash University Library system (date: 11 July, 2011)
- Retrieved from www.loc.gov/ Library of Congress (date: 11 July, 2011)

Appendix No. 1

Questionnaire for users

The status of Circulation section in TUCL.

Dear users,

I am a student of library and information science of master Degree. For partial fulfillment of my academic purpose, I am conducting a thesis on mentioned above with having following objectives namely to find out present status of TUCL circulation section. All information provided in the questionnaire will treat as strictly confidential.

So, You are kindly requested to answer the following questions with your opinions and suggestions for further improvements with tick marks (✓)

Personal Data:

Full name:

Faculty:

Academic qualification:

Gender: Male ()

Female ()

Library use

1. Are you a member of TUCL?

a. Yes ()

b. No ()

2. What is your user status in this library?

a. Student ()

b. Teacher ()

c. Researcher ()

d. Visitor ()

e. To consult()

3. For what purpose do you visit the TUCL?

a. To do assigned reading. ()

b. To collect material for research work. ()

c. To consult journals/Magazines/Newspapers/ Reference materials or anything else. ()

In your opinion TUCL is---

a. Very useful ()

b. Useful ()

c. Less useful ()

Useless ()

4. How often do you visit this library?

a. Daily ()

b. Once a week ()

c. Once a month ()

d. Once a year ()

5. Is the present opening hour of library suitable for you?

a. Yes ()

b. No ()

If no what should be the opening hour?

.....

6. Do you want the circulation service before 10.30am and after 3.30 pm.

Before 10.30 AM too

After 4.30 PM too

Both time

10.30 AM to 4.30 PM is enough

7. Which section of TUCL do you use more?

- a. Circulation section ()
- b. Text book section ()
- c. IT section ()
- d. Periodical section ()
- e. Nepal collection section ()
- f. UN section ()
- g. Reference section ()

Information sources.

8. Are You facing the problem in searching the library materials?

- a. Yes () b. No ()

If yes, in which searching method do you like?

- a. Catalogue card ()
- b. Computer database ()

9. What do you think about the collection of TUCL in your subject field?

- a. Sufficient ()
- b. Insufficient ()
- c. Not available ()

10. How much information do you generally get from the sources available in the central library.

- a. All information ()
- b. Part of information ()
- c. Fairly adequate information ()

Information service

Please, rank the following source of information according use-

- a. Textbook () b. Periodical/ Journal ()
- c. Thesis () d. Dictionary/ Encyclopedia

11. Are you satisfied with the books/ documents available in circulation section?

- a. Yes () b. No ()

If no, what do you suggest?

12. Do you know how many days you can keep books at home—

- a. It is Sufficient
- b. Not sufficient

IF not how many days should be adequate?

- a. Three weeks ()
- b. One month ()
- c. More than one month ()

13. Do you know about overdue charge?

- a. Yes () b. No ()

14. TUCL charges fine for the overdue (Late return) of the books/materials. The rate is 1 rupee/day. Do you think the overdue charge should be increased so that the books are returned in time?

- a. Yes () b. No ()

If yes, by how much?

15. Do you think overdue charge should be increased, so that the library material could be return in time/

- a. Yes () b. No ()

16. What do you think about the loan procedure (book issuing techniques)

- a. Scientific ()
- b. Un scientific ()
- c. In between ()

Do you have any suggestion for the library adopt for improving this circulation section?

Questionnaire

(For outside Kirtipur central campus Master level student)

17 .Do you know about the Tribhuvan University Central Library?

a. Yes ()

b. No ()

18. Do you need the TUCL service?

a. Yes ()

b. No ()

19. Do you need to be a membership in TUCL?

a. Yes ()

b. No ()

20. Have you ever used TUCL as an individual?

A. Yes ()

B. No ()

If yes, How often ?

.....

21. Do you think TUCL membership for you would be beneficial?

a. Yes ()

b. No ()

22. Do you know about the circulation system of TUCL?

a. Yes ()

b. No ()

23. Do you know the clearance certificate is required? When you complete the Master level degree?

a. Yes () b. No ()

Do you think it is ok? (Please give reason)

For TUCL circulation section staff.

1. What are the problems you are facing while working in the circulation section?

For TUCL Senior staff

1. Was there any provision of lending books to outsiders?

a. Yes ()

b. No ()

2. Why was it stopped?

Thank you.

Appendix No. 2

List of UN Publications

Asian Development Bank (ADB), Philippines
Economic and Social Commission for Asia and the Pacific (ESCAP), New York, USA
Food and Agriculture Organization (FAO), Rom
International Bank for Reconstruction and Development (IBRD), Washington, DC.
International Civil aviation Organization (ICAO), Canada
International Labor Organization (ILO), Geneva
International Monetary Fund (IMF), Washington, DC.
International Maritime Organization (IMO), London
United Nations (U.N.) New York, USA.
United Nations Center for Regional Development (UNCRD), Japan
United Nations Conference on Trade and Development (UNCTAD), New York , USA.
United Nations Development Program (UNDP), New York , USA.
United Nations Disaster Relief Coordination (UNDRO), Geneva
United Nations Environment Programmme (UNEP) Nairobi, Kenya
United Nations Scientific and Cultural Organization (UNESCO) Paris, France
United Nations fund for Population Activities (UNFPA) New, York , USA
United Nations Children's Fund (UNICEF) New York, USA.
United Nations Institute for Disarmament Research (UNIDIR), Geneva
United Nations University (UNU) USA or Japan
United Nations Volunteers (UNV), Geneva
World Health Organization (WHO), Geneva
World Meteorological Organization (WMO),Geneva
International Organizations

Asian Vegetables Research and Development Centre, Sanhua, Tainan 741, Taiwan
Asian Productivity Organizations, 4-14Aakasaka, 8-chome, Minatoku Tokyo 107-0052, Japan
Australian National University, Canberra, Australia
Demographic and health surveys Program DHS, Micro international inc., 11785 belt Sville Drive, Suite 300, Calverton, MD 20705,USA
East-West Population Institute, East West Centre, 1777 East West road, Honolulu, Hawaii
International Committee of the Red Cross (ICRC) 19, Avenue Dela Paix, 1202, Geneva, Switzerland.
International Development Research center (IDRC) o. Box 8500, Ottawa, Ontario, KIG 3h9 Canada
International Food Policy Research Institute, 1776 Massachusetts Ave, N.W. Washington, DC. 20036
International Statistical Institute 428 Prines, Beatrixlaan Box 950 2270, AZ Vooberg Netherlands
World Tourism Organization, C/Capitan Haya, 42, 28020 Madrid, Spain
Journals available in the UN depository library
Asian Development Bank (ADB) 8 titles
Asian Productivity organization (APO) 4 titles
Economic and Social Commission for Asia and the Pacific (ESCAP) 13 titles
Food and Agriculture Organization (FAO) 10 titles
International Bank for Reconstruction and Development (IBRD) 13 titles
International Committee of the Red cross (ICRC) 1 title
International Labors Organization (ILO) 10 titles
International Maritime Organization (IMF) 2 titles
International Maritime Organization (IMO) 1 titles
International Telecommunication Union (ITU) 6 titles

United Nations (UN) 18 titles
United Nations Conference on Trade and Development (UNCTAD) 2 titles
United Nations Development Program (UNDP) 4 titles
United Nations Environment Program (UNEP) 5 titles
United Nations High Commission for Refugees (UNHCR) 17 titles
United Nations Educational, Scientific and Cultural Organization (UNESCO) 17 titles
United Nations Fund for Population Activities (UNFPA) 4 titles
United Nations Research Institute for Social Development (UNRISD) 1 titles
United Nations University (UNU) 3 titles
United Nations Volunteers (UNV) 1 titles
World Health Organization (WHO) 4 titles
World Meteorological Organization (WMO) 1 titles
World Trade Organization (WTO) 2 titles

Appendix No. 3

List of some Rare Books and Journals

Ramkant/ Indo Nepalese relations 1816-77, New Delhi, 1982.

Ames, Oakes a.m./ Orchidaceae illustration and studies of the family Orchidaceae issuing from the Ames botanical laboratory north Easton Massachusetts, Boston, Houghton Mifflin, 1908.

Joshi, Bhuban Lal/ democratic innovations in Nepal: a case study of political acculturation by B.I. Joshi and Leo E. Rose. Berkley, university of California press, 1966.

Hedin, Sven Anders/ central Asia and Tibet towards the holy city of Lasa, London, Hurst and Blackelt, 1903.

Fles, E.R./ confidential report of Nepal. Calcutta, superintendent of govt. Printing press, 1884

Hodgson, Brian Houghton, 180-1894; essays on the language, literature and religion of Nepal, Tibet, together with further papers on the geography ethnology and commerce of those countries. London Trubner, 1874.

Hunter, sir William Wilson/ life of Brian Houghton Hodgson, British resident as the court of Nepal. London Murray 1896.

Rana, Pudma Jung Bahadur / life of maharaja sir Jung Bahadur Shah of Nepal ed. By Abhay Charan Mukherjee. Allahabad pioneer press, 1909.

Smith, Thomas/ Narratie of five-year residence at Nepal. London, Colburn, 1852.

Tucci, giuseppe/tibetan painted scrolls. Rome library Dello Stato 1949. For more rare books and journals:

Appendex No 3

Membership Card

Appendix No. 4
Membership form and card

Name in Block (Surname first) _____ Date _____

The Chief Librarian, TU Central Library,
Kindly enroll me as member of your library. I promise to follow all its rules and regulations, take good care of all books I borrow, pay promptly all fines and give prompt notice of the change in my address.

Permanent Address in block: _____

Local Address in block: _____

E-mail: _____ Mobile: _____

Date of Birth: _____ TU Regd. No.: _____ Dept: _____

Roll No.: _____ Level: _____ Year: _____

(Please bring Four Passport size Photo) Applicant's Sign _____

Membership form

Recommended by (Sign): _____ Date _____

Name: _____ Designation: _____

Dept/Office: _____ Seal _____

Official use only

Membership No: _____ Date of Enrolment: _____

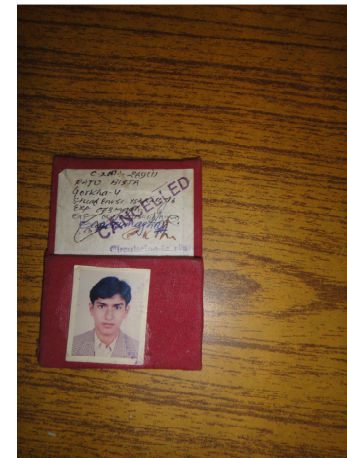
Expires: _____

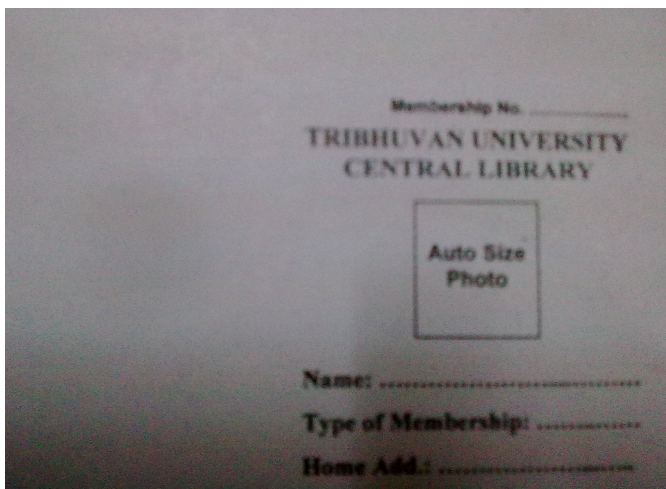
Receipt No. & Date: _____

Library Personnel's Signature _____

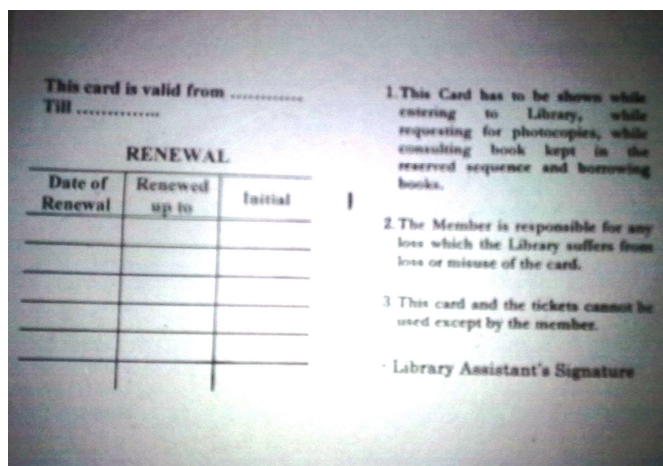


Membership Card





Reference card



Appendix No. 5

Different types of Charging System

- a. Day Book System.
- b. Ledger System.
- c. Machine Charging System.
 - c. 1 Photo charging methods
 - c. 2 audio-charging methods
- d. Dummy System.
- e. Temporary Slip System.
- f. Card System.
 - f. 1. Browne Charging System.
 - f. 2. Newark Charging System.
 - f. 3. Ranganathan's Readers ticket, Book Ticket methods.
- g. Computerized Circulation Control System.

a. Day Book System

Initially books were issued by entering the bibliographical details of the book and the readers particulars in a notebook. It was found useful since the users were limited.

b. Ledger System

In this system a register is maintained and each reader is allotted one or two pages. It contains the 'Readers' name and address and some column that are to be filled at the time of issue and return of books. The accession number, call number, author, title, due-date and the signature of the borrower are generally filled in the register.

Though this system provides a permanent records of the borrower and the books, it is difficult to search for a particular book which has been issued to any reader.

c. Machine charging System

The developed countries used the following Mechanized charging and discharging methods.

- c. 1 Photo charging methods.

c. 2 Audio- charging methods.

c. 1 Photo charging methods.

In photo charging methods is done by placing the membership card and the book to be borrowed in the microfilm. When the machine is on, the book and the borrowers particulars are filmed. Then the book along with the reader. It is rather a costly affairs and the charging work disrupts when the machine fails (Dilli:1997)

c. 2 Audio-charging methods.

The audio-charging is similar to photo charging methods. Here, the information or the borrower are dictated into a dictation machine and this information is recorded on tapes of recording discs. Since the information is stored in tapes the location of a particular book is difficult, since it requires the whole tape to be played to locate the same (Mittal,1997)

d. Dummy System

To solve the problems posed by the ledger system, the Dummy system was introduced. As the name suggests, each book on the shelves is provided a wooden Dummy of the average size of the book. When the book is used, the Dummy occupies the lace of the book on the shelf. It is a cumbersome methods of charging.

e. Temporary Slip System

The Temporary slip system was introduced as a result of disadvantages of Dummy system. In this system, slip are used to borrow books. The reader has to fill his/her name and address along with the bibliographical details of the book in the slip. The due-date is stamped on the slip and the book is issued. The slip are arranged either by the name of the borrower or by the call number of the book. Though this system is quite easy and has less problems, yet it could not work for long.

f. Card System

As the temporary slip system was working well, cards were introduced in place of slip, which could withstand wear and tear. Here only one card was used, as a result the library personnel had to note down the details of the borrower and the book only. This resulted in the introduction of two card system in libraries-One card for the book and One card for the reader. This resulted in the introduction of the two most important charging systems known as:

1. Browne charging system.

2. Newark charging system.

g. Computerised Circulation System

The Computerized charging and discharging system was first introduced by the American Library Association (ALA) in 1947. In this system each borrower is given a code number and a book is issued or returned by making use of the accession number of the book already entered in the computer, with the recent advance in science and technology, the code number is converted into a barcode and the book is charged or discharged with the help of bar code reader. The advantages of the computer control system are its speed and accuracy.

Appendix No. 6

Due date slip and Book Card

A white paper slip with the title "DUE DATE" at the top. Below the title is a table with 10 rows and 2 columns. The table is currently empty.

Due date slip

A white paper card with a form layout. At the top, there are two horizontal lines for "AUTHOR" and "TITLE". Below these, there is a table with two columns: "DATE DUE" and "BORROWER'S NAME". The table has 10 rows, with the first row being the header and the remaining 9 rows being empty.

DATE DUE	BORROWER'S NAME

Book card



Book Pocket



Spine label

Appendix No. 10

Tribhuvan University Central Library



Property counter



Membership counter



Catalogue cabinet



Circulation counter



General collection

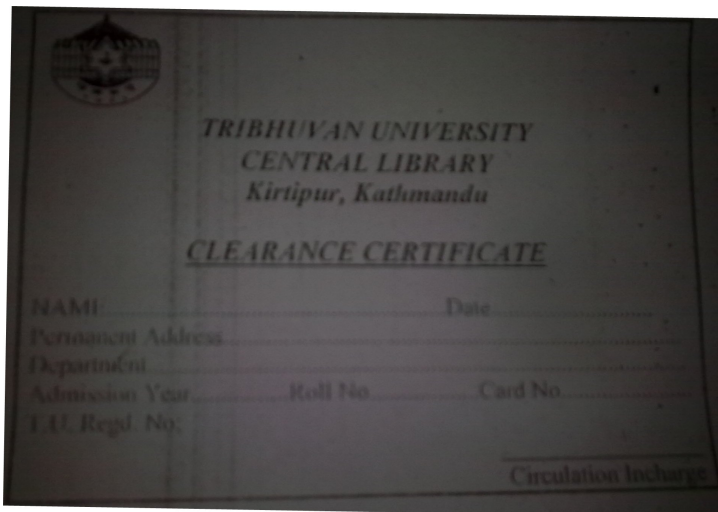


Circulation counter



Appendix No. 12

Clearance certificate



CURRICULUM - VITAE

Name : **Indira Ghimire (Koirala)**
Father : Yagya Prasad Koirala
Permanent Address : Bharatpur - 10, Chitwan, Nepal
Birth Place : Koiralaphat, Duradada, Lamjung
Contact Ph. No. : 014330189
Mobile No. : 9841897958
E-mail Add. : indiraghimire@hotmail.com
Date of Birth : 2019/6/23 B.S.
Nationality : Nepali
Language : Nepali, English, Hindi
Sex : Female
Marital Status : Married
Award : Deergha Sewa Padak, T.U.

Educational Qualification :

Level	Name of Board	Name of Institute	Passed Year
S. L. C.	Board of Nepal	Arunodaya Higher Secodary School	2037
I. A.	T. U., Nepal	Tribhuvan University	2042
B. A.	T. U., Nepal	Tribhuvan University	2044
M. A.	T. U., Nepal	Tribhuvan University	2051
B. L. I. Sc.	Board of India	Locknow University	2053
M. L. I. Sc.	T. U., Nepal	Tribhuvan University	2067

Trainings:

Title of Training	Name of Institute	Training Period
पुस्तकालय विज्ञान सम्बन्धि तीन महिने सेवाकालिन तालिम	त्रिभुवन विश्वविद्यालय केन्द्रीय पुस्तकालय	२०४७ माघ २ देखि चैत्र २९ सम्म (तीन महिने)
पुस्तकालय विज्ञान - ३	CTEVT	राष्ट्रिय सीप प्रमाण पत्र
Sustainability of Library Services	Tribhuvan University Central Library	6 - 18 September, 1998
Refresher Training Course on Library and Information Science	Tribhuvan University Central Library	8 - 21 January, 2001
KOHA - Integrated Library Automation system, GSDL, ICIKM	Tribhuvan University Central Library and Healthnet Nepal	21 -29 March, 2008
Training of Trainers on Resource Centre / Library Management	RECPHEC	27 - 31 January, 2011
Workshop cum Training on Science Journalism/Science Writing	B. P. Koirala Memorial Planetarium, Observatory and Science Museum Development Board	14 - 20 June, 2012