

DKLB1 - FUNDAMENTALS OF LIBRARY & INFORMATION SCIENCE

SYLLABUS

Unit 1: Evolution, Growth And Development of Lis Schools In India – Current Trends.

Unit 2: Types of Libraries: Academic Public And Special Libraries.

Unit 3: Library Concepts & Legislation: Five Laws of Library Science, Professional Ethics of Librarian, Delivery of Books and Newspaper Act.

Unit 4: Library Association and International Bodies: Library Association – Ila, Ialisc, Ala Ifla, Unesco And Inlibnet.

Unit 5: Library Rules & Regulations, stock verification, Annual reports, Budgets, Library Buildings, Furniture, Equipments.

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OBJECTIVES

1. To enable the students to understand the origin and development of library science in India.
2. To make the students aware of the five laws of library science, professional ethics of a librarian, library legislation and Newspaper act.
3. To introduce the students the current library associations like Ila, Ala, Ifla, Unesco etc., and other international bodies of library science.
4. To enable the students with the practical knowledge of library profession like stock verifications and Budgets.
5. To induce the students the basic rules and regulations of library services, annual reports, library buildings, furniture and equipments.

Unit: 1

Evolution, Growth And Development of Lis Schools In India – Current Trends:

Introduction:

Libraries are service organizations, words such as ‘patron’, ‘client’, ‘user’ and ‘customer’, one uses in library services show the profession is completely service oriented. The Oxford English dictionary, says that the term ‘library’ was employed in English to refer to a place where books were kept for “reading, study, or reference”. By the nineteenth century, a library was also regarded as “a building, room, or set of rooms containing a collection of books for the use of the public or some portion of it, or the members of society;..... a public institution or establishment charged with the care of a collection of books.

American Library Association (ALA) Glossary of Library and Information Science has defined a library as a collection of materials organized to provide physical, bibliographic, and intellectual access to a target group, with a staff that is trained to provide services and programmes related to the information needs of the target groups...

The story of human civilization indicates that libraries have been an essential part of civilized society. They came into being to serve the needs of the society. Their form, character, purpose, function and service have been determined by the needs of the society serviced by them.

Libraries have played an important role in the social, political, economic and cultural developments. In recent years, they have provided reading materials and other documents to handicapped readers to alleviate their miseries, assisted disadvantaged members of society to gain a rightful place in society; helped businessmen to improve their business; assisted decision makers, researchers, students and other members of society in achieving their goals.

Trends of Transformation:

It is useful to examine some of the important developments which led to library movement. The year 1808 is considered to be an important one, when the then Government of Bombay, initiated a proposal to register libraries which were to be given copies of books published from “Fund for the Encouragement of Literature”.

The Calcutta Public Library was established in August, 1933. It was meant to serve the needs of “ all ranks and classes without distinction”. The Imperial Library was established in 1891. Lord Curzon, the Viceroy of India, promulgated the Imperial Library. Soon after independence, the Government of India renamed the Imperial Library as the

National Library. The National Library of Calcutta has not been able to provide national leadership in library matters.

By the middle of the 19th century, the towns of Bombay, Calcutta and Madras had subscription libraries, set up with the active support and initiative from the Europeans. They cannot be considered as free public libraries.

By the end of the nineteenth century, all the provincial capitals as well as many of the district towns especially in the three presidencies had the so-called public libraries. Even princely States such as Indore and Travancore-Cochin had public libraries in their capitals. The masses in general did not take full advantage of these institutions.

The contribution made by Maharaja Sayaji Rao III of Baroda to modern library movement in India had been really remarkable. He was an enlightened person. During the course of his visit to the United States of America, he felt greatly impressed by the role played by public libraries in the advancement of education. Therefore, he decided to establish public libraries throughout his State. In order to organize libraries along modern lines, he invited W.A. Borden, Librarian of Young Men's Institute, New Haven, Connecticut. During his tenure of office, (1910-13), he established the Central Library and initiated a public library system. The modern library movement in India may be said to have begun in Baroda during the first decade of the century. He had arranged to conduct library training classes to train the staff in 1910.

S. R. Ranganathan's "Five Laws of Library Science" was published in 1931. This is a classic work, which described in detail the five laws of library science and their implications. The essence of this work is that books are meant for use and the user is the prime factor and his time must be saved. These laws have provided a scientific approach to library science. The spirit of these laws prevails in the writings of Ranganathan. These laws have been accepted as the basis of library science.

Pauline A. Atherton has critically examined the five laws of library science in her book entitled *Putting Knowledge to Work*. According to her, the laws "offer me (and my students) the guidance and the rationale we need when we critically review how we follow the cataloguing which prevail, how we evaluate the libraries we use, or work in, and how we work to improve the practice we follow and the library services we manage."

Due to the efforts of S.R. Ranganathan, the Madras Public Libraries Act, 1948 was put on the statute book on 29th January, 1949. Madras was the first state to provide the public library system through library legislation. The Act has failed to raise enough funds to provide adequate services to the entire public. The library cess was dependent on property

tax. Property tax is such that many of the zila parishads and municipalities do not follow a systematic approach to collect property tax. Whereby they are not able to collect the full tax amount. Thus, the amount collected as library cess was not large enough to meet the goals.

The present civilization is an epitome of knowledge and memories accumulated by generations of both the past and present. Especially, in the last decade, man's knowledge has been revolutionised to a great extent. The information needs of the users are becoming more and more diverse and complex day by day requiring an access to the widest possible range of literature on multifarious subject fields. Under these circumstances, the public libraries in particular of which the District Central Libraries form an integral part, play the role of an acquirer, processor, preserver and disseminator of knowledge.

There is hardly any escape for mankind from the rapidly changing trends and increasing impact of these public libraries on their social, cultural, intellectual, recreational, scientific and technological advancements. Most of the public libraries hardly fulfill even the basic aspirations and requisites of their users owing to spiraling cost of publication coupled with severe curtailments of library grants by the State Government.

Indian public libraries are generally grouped under the following two broad categories: (a) Government Libraries; and (b) Non-Government libraries. The Government libraries, though may not be essentially established under the 'mandate of law', are mostly free libraries. Non-government libraries, on the other hand, are run by various local bodies, voluntary organizations, trusts, and charitable institutions. Among them, a few are aided and some are unaided. These libraries normally charge a marginal fee from their members.

Questions:

1. Evaluate the growth and development of LIS Schools in India.
2. Elucidate the current trends of LIS in India.
3. What are the significance growth of LIS School in India?
4. Bring out the development of LIS School in India.
5. Write an essay on the evolution and growth of LIS schools in India?

Unit: 2

Types of Libraries: Academic Public and Special Libraries:

Role of Academic Libraries:

“Academic libraries are changing faster than at any time in their history. Information technology, online databases and catalogues and digitized archives have put the library back at the heart of teaching learning and academic research on campus”.

Such a media attention is welcome and raises the profile of libraries, acknowledging what all information professionals know that access to high quality information is at the heart of research and the knowledge economy. Over the last decade huge strides have been made in the provision of and access to, information by libraries. Most major journal publishers now provide their entire portfolio in digital format and the transition by libraries from printed journal holdings to electronic journals (e-journals) is rapid.

The traditional journal package as we know it is also evolving. Blogs and Wikis, links to research data, RSS feeds and online peer review are all becoming commonplace. Book publishers are catching up, and electronic books (e-books) are becoming an important element of library collections. Scholarly book publishers increasingly publish both print and electronic versions of their books, although this does not generally apply to textbooks. Amazon a major player in the mass book market – is rapidly signing deals with publishers to make e-books available and providing access to readers via their Kindle e-book reader. If we also consider the huge amount of older and rarer research materials being made available online by local and national digitization initiatives, the vast scale of the rich information resource available to scholars and researchers becomes apparent.

As we consider the future role of academic libraries we should note the words of Clifford Lynch: “ Digital technologies have opened the door to a host of new possibilities for sharing knowledge and generated entirely new forms of content that must be made broadly available. This shift demands that universities take on a much more active role in ensuring, dissemination of the knowledge produced by their institutions – both now and in the future. What we new need to examine is how we, as information professionals, manage, provide access to, and disseminate information resources, now and into the future.

Public Library:



A **public library** is a **library** that is accessible by the general public and is generally funded from public sources, such as taxes. It is operated by **librarians** and library **paraprofessionals**, who are also **civil servants**.

There are five fundamental characteristics shared by public libraries. The first is that they are generally supported by taxes (usually local, though any level of government can and may contribute); they are governed by a board to serve the public interest; they are open to all, and every community member can access the collection; they are entirely voluntary in that no one is ever forced to use the services provided; and they provide basic services without charge.^[1]

Public libraries exist in many countries across the world and are often considered an essential part of having an educated and literate population. Public libraries are distinct from **research libraries**, **school libraries**, and other **special libraries** in that their mandate is to serve the general public's information needs rather than the needs of a particular school, institution, or research population. Public libraries also provide free services such as preschool story times to encourage early literacy, quiet study and work areas for students and professionals, or book clubs to encourage appreciation of literature in adults. Public libraries typically allow users to *borrow* books and other materials, i.e., take off the premises temporarily; they also have non-circulating **reference** collections and provide computer and Internet access to patrons.



A public library in Maadi, Egypt

The culmination of centuries of advances in the [printing press](#), [moveable type](#), paper, ink, publishing, and distribution, combined with an ever-growing information-oriented middle class, increased commercial activity and consumption, new radical ideas, massive population growth and higher literacy rates forged the public library into the form that it is today.

Public access to books is not new. [Romans](#) made [scrolls](#) in dry rooms available to patrons of the baths, and tried with some success to establish libraries within the empire.

In the middle of the 19th century, the push for truly public libraries, paid for by taxes and run by the state gained force. Matthew Battles states that:

It was in these years of class conflict and economic terror that the public library movement swept through Britain, as the nation's progressive elite recognized that the light of cultural and intellectual energy was lacking in the lives of commoners.^[2]

Public libraries were often started with a donation, or were bequeathed to parishes, churches, schools or towns. These social and institutional libraries formed the base of many academic and public library collections of today.^[3]



Entrance to the National Library in [Tehran, Iran](#)

The establishment of circulating libraries in the 18th century, by [booksellers](#) and [publishers](#) provided a means of gaining profit and creating social centers within the community. The circulating libraries not only provided a place to sell books, but also a place to lend books for a price. These circulating libraries provided a variety of materials including the increasingly popular [novels](#). Although the circulating libraries filled an important role in society, members of the middle and upper classes often looked down upon these libraries that regularly sold material from their collections and provided materials that were less sophisticated.

[Circulating libraries](#) also charged a [subscription fee](#), however the fees were set to entice their patrons, providing subscriptions on a yearly, quarterly or monthly basis, without expecting the subscribers to purchase a share in the circulating library. This helped patrons

who could not afford to buy books, to be able to borrow books to read, and then return. This also created a more popular demand, as book fees were growing, and more books were being copied. Circulating libraries were very popular, the first one was located in 1725, in [Edinbrough, Scotland](#) by [Allan Ramsay](#).

Circulating libraries were not exclusively lending institutions and often provided a place for other forms of commercial activity, which may or may not be related to print. This was necessary because the circulating libraries did not generate enough funds through subscription fees collected from its borrowers. As a commerce venture, it was important to consider the contributing factors such as other goods or services available to the subscribers.^[4]

The [Malatestiana Library](#) (Italian: *Biblioteca Malatestiana*), also known as the Malatesta Novello Library, is a public library dating from 1452 in [Cesena, Emilia-Romagna \(Italy\)](#). It was the first [European civic library](#),^[5] i.e. belonging to the [Commune](#) and open to everybody. It was commissioned by the Lord of Cesena, [Malatesta Novello](#). The works were directed by [Matteo Nuti](#) of [Fano](#) (a scholar of [Leon Battista Alberti](#)) and lasted from 1447 to 1452.

A public library is one that serves the entire population of a community. Broadly public library is one, which is open to public without any distinction. It is generally established and maintained out of public funds under legislation. The public library service is generally free of cost. But some libraries charge a nominal fee. They are known as subscription libraries.

Definition:

“Public libraries which serve the population of a community or Region free of charge or for a nominal fee”, UNESCO and IFLA.

: In contemporary world public library is founded on certain beliefs. They are

- The reading is a **Base of a Public Library** good habit and public library has the power to alter people.
- It is used for promoting education .
- Provides a lot of information sources and services.

Functions:

The major functions of a public library are:

Promoting Education, Forecasting culture, Disseminating Information and Providing Recreation.

Role of Public Libraries in various fields:

It act as an educational center by providing the following:

1. Formal education
2. Life-long self education
3. Education for working Group
4. Distance Education
5. Adult Education.

Cultural Role:

It plays a vital role in collecting and preserving the cultural heritage of the locality and enriches current awareness service It also organizes various cultural activities.

Recreational Role:

It provides recreational facilities to spend their leisure time with profit, Modern public library is required to organize various social functions.

Civic Role:

By this way the public can know, define and enjoy their rights. By providing services for education and information on civics play a great role in civic and political awakening of people.

Social Role:

It offers materials to public to understand social phenomena To keep the adults as literates it provides rural library services.

In addition to the above said functions it is important that the books must be chosen very carefully. These must be regular flow of materials. It should provide different media of mass communication. The most important thing is that special attention should be paid to the problem of reaching special groups.

The Special Libraries:

The basic function is to aid the institution in carrying out its programme. The primary characteristic is to complete identification with its own institution:

Role of Librarian:

Librarian should encourage the individual pupil. At the same time the pupil should develop trust in the librarian.

Services:

- Make availability of information resources.
- To assist and provide instructional materials.

- To promote reading habits among children.
- To give instruction for handling books.
- To filter and extract information from universe according to their specific field of interest.
- Library co-operation.

Good libraries in middle, high or higher level institution in India are largely non assistance. Some public libraries in city side have got well equipped.

Library Services:

- Current Awareness service.
- Abstracting service.
- Indexing service.
- Reprographic service.
- SDI service.
- OPAC service.
- Bibliographic service.
- Cataloguing service.
- On-line services.
- Internet facility.

Special Library is of recent origin. Special libraries means several things – Libraries attached to advertising companies, banks, insurance companies, and research institutions.

The most accepted definition of the special library:

“is devoted to special subject and offers specialized service to the specialized clientele”.

Objectives:

1. To maintain a continuing survey and evaluation of current publications.
2. To organize the source of both written and unwritten materials.
3. To assemble within and outside the library both publications and information.
4. Should be visible, accessible and easy to use.
5. Facilitate oral communication.
6. Provide feedback to users.
7. Allow browsing.
8. Have a flexible approach.

9. Use familiar methods.
10. Give access to key publications.
11. Disseminate information and materials rapidly.
12. Suits various types of users.

Characteristics of Libraries:

Users:

The clientele served by a special library is usually limited and clearly defined.

Collections:

Questions:

1. What are the different types of Libraries?
2. What are the services of an academic library?
3. In what way the public libraries serve the society.
4. Comment on the features of the special libraries.
5. What are the contributions of different types of libraries to the society?

Unit: 3

Library Concepts & Legislation: Five Laws of Library Science, Professional Ethics of Librarian, Delivery of Books and Newspaper Act:

Library Legislation:

[Edward Edwards](#) of the British Museum was a firm believer of the establishment of public libraries with public funds through legislation. The thread was picked up by William Ewart and moved proposal in the Parliament of the Great Britain in 1849. On approval of the selection committee, [the Bill](#) was introduced in early 1850, which is a red letter day in the annals of the Library movement not only in the Great Britain, but also in the whole world, as it was the first Library Act to be ever enacted.

Advantages of Library Legislation

A Library Act provides the following advantages:

1. Helps in the establishment of an organized network of public libraries.
2. A sound administrative set-up.
3. Proper and continuous financial support.
4. Coordination in administration and management of public libraries.
5. Centralized services like purchase, processing, bibliographical and other services can be provided conveniently.
6. Possibility of providing quality library service, at qualified hands, free of charge.

Functions:

The Advisory committee for Libraries constituted by the Government of India (1958) proposed the following five functions of library legislation:

1. It should clearly define the government's responsibility in the matter of public libraries.
2. Legislation should lay down the constitution and functions of the library authority at national, state and district levels.
3. Legislation should provide an assured basis for library finance. There are two ways of providing a firm basis for library finance.

(i) A special library cess; and

(ii) Reservation of a certain percentage of the education budget.

4. Legislation should laydown the structure of the public library system.
5. Legislation should provide for participation of the representative of the public, in the work

Library Legislation in India: Act means preparing the format of law or legislation. In the context of libraries, the Library Act means to give legal provision for establishing a library system, its maintenance, services, functions, right and management under any state or a national government. Library legislation is capable of regulating various organs of public library services. It is an instrument for the development of public libraries in a planned manner to ensure establishment, development and maintenance of libraries in a uniform pattern. It can help in promoting a sense of self consciousness among the people who would feel it obligatory on their part to use services offered by the library.

In the year 1850 the first library act was passed in Great Britain. At present most of the countries specify free use of public library services.

1. Need for Library Legislation: Provision of public library service is a natural corollary to the democratic way of life. Free communication is essential for the preservation of a free society and creative culture. A public library expects its users only to spend time and not money for the utilization of services. In that situation, the question arises from where will the finance come? It has been experienced that public library service can be effectively offered only through legislation. Library Legislation is needed because:

- i) A law helps in creating necessary conditions under which public libraries can be established nation wide.
- ii) To put the public library on a sound and sure financial footing by way of levy of library tax.
- iii) To make the public library independent from subscription, donation or private gift and to save the library from political influence.
- iv) For a sound administrative setup permanent, uniform, efficient, balanced and coordinated library service and also for proper line of growth.
- v) To solve the problem of land, building, legacies, etc.
- vi) For centralized services like acquisition, processing, etc.

The library legislation has the provision of financial support to the public libraries, but the provision to be made in library legislation would depend upon the social, political and economic environment. There are mainly two ways of making provision of finance to public libraries through library legislation. They are

- i) Annual budget allocation by the state out of its total funds with capital grants from central government.
- ii) Levying of library cess with a matching grant from the state government.

2. Components of Library Legislation: Dr. S. R. Ranganathan recognized the following components of public library act.

a) Preliminaries: The description of all the terms used in the act and the brief title of the act are under this component of library Act.

b) Top Management: It discusses the issues relating to the management of the libraries that will fall under the jurisdiction of the Act, such as who will manage the libraries. It is the second component for consideration.

c) Library Committee: To give suggestions to the library authority (top management) and to the librarians, a committee is to be constituted. The library Act should clearly mention who will be the members of such library committees, what are their functions, rights, qualifications, responsibilities, etc.

d) Finance: The Act should mention clearly-

i) Rate of library cess / Local extra tax or surcharge;

ii) Goods on which tax will be levied i.e. vehicle, land, house, other properties, etc;

iii) The method of receiving the cess from the public;

iv) Checking of received money through cess;

v) Other sources of finance;

vi) There should be a component in the library Act itself to maintain all the records of accounts and audit from time to time. The appointment of staff, categories of the staff, pay scale, service condition and working period should also be mentioned in the Act.

vii) The laws, rules and by laws should be mentioned in the Act.

Five Laws of Library Science:

Introduction:

Libraries basically the social institutions existed to serve the every possible information interested of users. Dr.S.R. Ranganathan conceived the five laws of library science in 1928 and published first in 1931 in his book. These laws may look simple and self-evident. Though these laws evolved some fifty years ago these had the more relevant to modern libraries and information centers.

Five Laws:

1. Books are for use.
2. Every reader his book.
3. Every book its reader.
4. Save the time of the reader.
5. Library is a growing organism.

These laws have various scientific techniques, processes and services and aims to have the libraries functionally efficient. Let us see the five laws and its implications in libraries.

First Law: “Books are for Use”

The aim of the library should be to maximize the use of books. A librarian should feel satisfied only if the users keep the shelves constantly empty. Ranganathan suggested the following methods to maximize the use of documents.

1. Library collection :

The building should be well planned. The atmosphere and location can create an environment suitable for study, reference and research.

2. Library hours:

Libraries should always be opened to the users. So the library hours must be increased.

3. Library furniture:

The fittings and furniture should meet the requirements adequately. Lighting and ventilation should meet the standards of LSI.

4. Book Selection:

Books should be selected very carefully. There should be always a periodical weeding of books. The books should be catalogued, classified and arranged according to a systematic order. The staff should be adequate and skilled.

5. Library service:

Library should provide various services to increase the use of books. The motto of a librarian should be to acquire, process and serve the books.

Second Law: “Every reader his book”

Here the emphasis is on the reader. His requirements must be satisfied. For this various techniques are adopted.

1. Collection Building:

The library authority is to select books taking into consideration the needs of the readers. For user's satisfaction analytical entries for composite books are prepared. Otherwise every user would not be able to get the documents of his interest, through some pages of certain books could serve the need.

2. Library legislation:

As the requirements of users are varied and finances are limited, integration of libraries into one library system is essential. Organized co-operation between libraries at different levels ensure the use of total national resources for providing library services to every reader. To strengthen these concepts, library legislation to be passed.

Open access system:

In open access system books are kept on open shelves. This makes it possible for a reader to approach books directly. He will have chances of choosing right book.

Selection of staff:

The library authority should take care of staff selection. The staff should have sense of duty. At the same time the users should co-operate with library staff and to obey rules and regulations of the library.

Third Law: “every Book its reader”

It insists book should not be kept idle and unused. A librarian should act as a canvassing agent for each book. The various devices to satisfy the third law are:

- i. Open Access system
- ii. Shelf arrangement
- iii. Catalogue
- iv. Book selection
- v. Publicity
- vi. Reference service and
- vii. Extension services.

Fourth Law: “Save the time of the reader”

The importance of this law is self evident in modern era of science & technology. The effective information service is not merely the dissemination of information but also in timely receipt of information. For this purpose the following methods are employed.

1. Open Access System:

2. Stack – room Guides:

The stack room guides along with proper placing of tag will enable the users to promptly find their books.

3. Classified Arrangements

It denotes best shelf arrangement of documents. For this we can adopt classified arrangement.

4. Catalogue Entry:

A library catalogue enables a reader to locate the desired book without any loss of time yet the position becomes different in case of micro documents.

5. Reference service:

In addition to various services the library should provide reference service. Which is used to establish a contact between reader and his books. A reference staffs the matchmaker who brings together the book and reader by rendering ready and long-range reference services.

6. Changing system:

It helps the staff to say whether a particular book is issued, when it will be returned, who has the book etc., The reservation can be regulated on priority basis restricting the duration of loan.

7. Centralized cataloguing:

To save time, money, time and energy of readers and library staff a centralized cataloguing procedure can be adopted. It will improve the uniformity and consistency. At the same time it helps libraries to improve catalogues and compilation of union catalogues.

Fifth Law: “Library is a growing organism”

In case of library once its growth has reached adult stage, then growth would be in terms of replacing old books by new books and new users will replace old users. To grow up a library, we should set up a national library network to share resources. The techniques are:

Physical form of catalogue:

There are so many kinds of catalogues like sheaf catalogue card catalogue and printed catalogue. As at present the card catalogue can cope with the growth of materials despite its serious limitation that it consumes much of library valuable space.

Classification Schemes:

It should be comprehensive, hospitable and expandable, it should cover all knowledge and should have capacity to accommodate future growth of knowledge.

Staff:

Ranganathan's staff formula is accepted by the authorities. Then the library would be able to get requisite additional staff on important basis.

Building:

The size of building must be adequate.

Conclusion:

Thus, the five laws of library science consist of five short statements. These are the fundamental laws of library science. With the help of these laws we can derive principles and postulates of library science. The laws have been useful in teaching of different branches of library science.

Characteristics of Library Legislation: Some of the important characteristics of library legislation are-

- i) The library legislation must be simple and general. It should also allow future modification or development.
- ii) It must be free from political influence or political changes.
- iii) It must define the respective responsibilities of the local, state and national government.
- iv) It must make the library service compulsory and free to one and all.
- v) It should create conditions for libraries to flourish.
- vi) It must coordinate and control library activities in full recognition of the people to have free access to the information and knowledge.
- vii) It must meet every interest of its reader.
- viii) Different tasks can be assigned to different types of libraries based on specialization to ensure a better service to the community with the least cost.
- ix) It also must take into account the other types of libraries.

4. Role of Different Bodies in the Process of Enacting Library Legislation: In the process of enacting the library legislation, the levying of library cess should not be the pre condition. Otherwise, it will lose the support of the general public or other members of the society. The following roles can be played by different bodies in the process of enacting the library legislation in respective states.

Library Association: The local as well as the state and national level library associations can lay down a strategy to get the public legislation passed. They can utilize various media and platforms to propagate the idea of library legislation. Members of the state assembly, especially the concerned ministers should be approached and be presented a strong case for library legislation. Indian Library legislation must provide all the support and guidance needed for the purpose.

b) Library Professionals: The library professionals should make the general as well as the elite people aware about the significant role that can be played by the library. They should first do so through their services in the organization in which they are working and then through newspapers, radio, television, etc.

c) Elite Groups: The elite have the responsibility of framing policies, procedures etc. As the leader of the society they also have the hidden responsibility to give the people the best they can. As such, considering the role that can be played by the library they should take upon themselves the responsibilities of awakening the general public about the library services, facilities, etc.

d) Political Leader and General Public: Leaders, who matter in decision making be given special attention in enacting library legislation. The general people should also give pressure to enact the library legislation.

5. Library Legislation in India: In ancient India learning was the concern of the Brahmin and the common man had to depend for his enlightenment on the spoken words of gurus. General people were also accustomed to this oral tradition of learning and, as a result in ancient India there was no tradition of public library legislation.

a) Before Independence: Pre independence India shows some of the significant steps in implementing the library legislation, which can be summarized as follows

i) The Press and Registration of Books Act (1867): The Press and Registration of Books Act was passed in 1867 for the British India. This Act was for the regulation of printing-presses and newspapers for the preservation of copies of books and newspapers printed in India and for the registration of such books and newspapers. It helped some specific libraries to get some copies of books free of cost and to maintain a continuous catalogue of early printed books in the country. In terms of this Act the publisher or the printer of every book or newspaper was to send a copy of the book or newspaper to the Secretary of state for India, another copy to the Governor General in Council and still another to the local government.

ii) Funds for the encouragement of literature (1898);

iii) Imperial Library Act (1902);

iv) Model Library Act (1930).

Dr. S. R. Ranganathan drafted a “Model Library Act”, which was presented at the All Asia Educational Conference held at Banaras in 1930. In 1942 on the request of ILA, Dr. S. R. Ranganathan drafted another bill called ‘The Model Public Library Bill’.

b) After Independence: The major steps in implementing library legislation in the post independence era are as follows

i) Imperial Library Act (1948): In 1948, the Government of India passed the Imperial Library (change of name) Act. By this act the Imperial Library of Calcutta (Kolkata) became the National Library (of India).

ii) Delivery of Books (Public Libraries Act) 1954: In 1954 Indian parliament passed Delivery of Books and Newspaper Act which was further amended as the Delivery of Books and Newspaper (Public Libraries) Amendment Act 1956 to include serials as well.

iii) Model Library Act / Bill (1963): A library bill was also drafted in 1963 by a committee under the chairmanship of Dr. D. M. Sen. Then in 1972 revision was made to the model library act of 1930. Another model public libraries bill was prepared by the library legislation subcommittee of the Planning Commission in 1966.

c) Present Status of Library Legislation in India: The credit of enacting a library act for the first time in India goes to the Kolhapur princely state of the present Maharashtra in 1945. The act is presently non functional. In India, nineteen states have so far enacted library legislation and the rest are providing library services without legislation. The list of the nineteen Acts is given below

- i) Andhra Pradesh (Hyderabad) Public Libraries Act, 1960;
- ii) Arunachal Pradesh Public Libraries Act, 2009;
- iii) Bihar Public Libraries Act, 2007;
- iv) Chattisgarh Public Libraries Act, 2007;
- v) Goa Public Libraries Act, 1993;
- vi) Gujarat Public Libraries Act, 2001;
- vii) Haryana Public Libraries Act, 1989;
- viii) Karnataka (Mysore) Public Libraries Act, 1965;
- ix) Kerala Public Libraries Act, 1989;
- x) Maharashtra Public Libraries Act, 1967;
- xi) Manipur Public Libraries Act, 1988;
- xii) Mizoram Public Libraries Act, 1993;
- xiii) Orissa Public Libraries Act, 2001;
- xiv) Pondichery Public Libraries Act, 2007;
- xv) Rajasthan Public Libraries Act, 2006;
- xvi) Tamil Nadu (Madras) Public Libraries Act, 1948;
- xvii) Uttar Pradesh Public Libraries Act, 2005;
- xviii) Uttarakhand (Uttaranchal) Public Libraries Act, 2005 and
- xix) West Bengal Public Libraries Act, 1979.

6. The Delivery of Books and Newspapers (Public Libraries) Act, 1954:

Introduction:

This act came into force in 1954, which facilitated the free flow of books to the National Libraries and other libraries. As a result of this, Central Reference Library was formed in the premises of National Library and the first volume of Indian National Bibliography was released in the year 1958.

Objectives:

To promote libraries in India and to encourage and scholarship, it is desired to acquire not more than four copies of the books, and publications in India One set of books will be deposited in National Library, Calcutta and remaining sets will be utilized for important libraries.

Libraries of National Importance

1. Connemara Public Library
2. Central Library, Bombay.
3. Delhi Public Library, Delhi.

Features:

1. The publishers should deliver one copy to the four libraries within thirty days of publications at his own cost.
2. The best copy printed on best paper and elegantly sewed and neatly bound shall be delivered to National Library Calcutta. Other three copies are ordinary.
3. News papers and magazines should also be delivered.
4. The four copies are in addition to the copies to be supplied according to press and registration of books act 1867.
5. It provides a penalty up to Rs.50/- for the provision of Act.

Conclusion

So, the delivery of books act 1954 had been a land mark in bibliographical development of India.

Copy right act 1957

According to the legal deposit act by the Indian Parliament in 1954, every publisher in India was obliged to send a copy of each book he published to the National Library, Calcutta, and to three other public libraries located in three other metropolitan towns of India. This act was amended in 1957 to include all Indian periodical publications. Thus for the first time in

the history of India, all the printed publications of the country could be assembled at a central place and a national bibliography containing entries of such material could be published.

Definition:

Harrod defines copy right as a procedure whereby the originator of a piece of intellectual property (book, article, piece of music etc.,) receives due recompense for the inventiveness or imagination expended.

Features :

The salient features of the copyright Act, 1 1967, are noteworthy.

- Provision to establish a copyright office.
- Constitution of a copyright board.
- Applying the Act to the works published in any territory outside India to which the order relates in like manner as if they were first published within India, etc.,
- Maintenance of register of copyright, in the copyright office.

Conclusion:

This Act covered books, periodicals, music and cinematographic works, latest techniques of reprography, computers, with storage retrieval systems, videocassettes and cable television, satellite broadcasting, the astonishing marvels of modern technology revolution the systems of communications.

The Delivery of Books (Public Libraries) Act, 1954 extends to the whole of India except the state of Jammu and Kashmir. According to this Act, the publisher of every book, newspaper or serial must deliver at his own expense a copy of the book within thirty days from the date of its publication to the National Library at Calcutta and one copy each to three other public libraries specified by the Central Government. The Delivery of Books (Public Libraries) Act, 1954: No. 27 of 1954, amended by the Delivery of Books (Public Libraries) Amendment Act, 1956: No. 99 of 1956 and thus it became “**The Delivery of Books 'and Newspapers' (Public Libraries) Act, 1954**”. The insertions “and Newspapers” provided by the Delivery of Books (Public Libraries) Ammendment Act, 1956: No. 99 of 1956 includes serials as well.

i) Mode of Delivery: A copy of every book published by a publisher and the publisher of every newspaper, published in the territories to which this Act extends, shall deliver at his own expense one copy of each issue of such newspaper as soon as it is published, shall be delivered by him to the librarian of three public library either by registered post or through a special messenger. Under the Delivery of Books and Newspapers (Public Libraries) Act,

1954, the National Library, Calcutta (presently Kolkata) is entitled to receive a copy of every publication brought out by anyone anywhere in the country. The other copies should be delivered to the Connemera Public Library, Madras (Chennai), The Central Library, Town Hall, Bombay (Mumbai), and the Delhi Public Library. The copy to be delivered to the National Library, Kolkata should be the best of its kind.

ii) Receipt for Books Delivered: The person in charge of a public library (whether called a librarian or by any other name) or any other person authorised by him in his behalf to whom a copy of a book is delivered shall give to the publisher a receipt in writing and send it to the publisher by registered post and such receipt shall be conclusive proof of the fact that a copy of the book has been duly delivered to the public library of which he is the librarian.

iii) Benefit for the Publisher: The Indian National Bibliography is procured by all leading libraries and learned institutions throughout the English speaking world and much beyond. The books that are received by way of Delivery of Books (Public Libraries) Act 1954, 56 are included in the INB. Thus, the INB provides the publisher or the author with an excellent and unique opportunity of using the forum of the Indian National Bibliography to give the widest possible publicity to their publications not only in India but virtually all over the world. So, Delivery of Books (Public Libraries) Act 1954, 56 also gives a commercial advantage of publicity to the publisher or authors.

iv) Penalty: Any publisher who contravenes any provision of this Act. or of any rule made hereunder shall be punishable with fine which may extend to fifty rupees and, “if the contravention is in respect of a book, shall also be punishable with fine which shall be equivalent to” the value of the book, and the court trying the offence may direct that the whole or any part of the fine realised from him shall be paid, by way of compensation to the public library to which the book or “newspaper”, as the case may be, ought to have been delivered.

6. **Let Us Sum Up:** None of the countries in which library legislation exists are able to provide entirely satisfactory and effective library services. All of them have problem to some degree despite the fact that there has been revision of laws in most countries. Again, there are many countries without legislation but they are serving the general public in a better way in comparison to the countries that have legislation.

Questions:

1. What are the five laws of Library Science?
2. Elucidate the concepts and legislation of library.
3. What are the professional ethics of a librarian?

4. Comment on the delivery of books and Newspaper Act.
5. How does the five laws of library science induce the services of library towards the upliftment of the society?

Unit: 4

Library association And International Bodies: Library Association – Ila, Iascic, Ala, Ifla, Unesco And Inflibnet:

Introduction:

Various types of libraries are strengthened by establishing associations. Depends upon the region covered there are of two types, i.e. national and international. In this chapter we will see in a detailed manner on National and International Associations.

National associations (india) ILA

IASLIC

National association (America)

ALA

International Association

IFLAASLIB

Information and Library Network

INFLIPNET

Indian Library association (ILA) Early:

The library movement of India owes its origin to Maharaja sayajirao Gaekward of Baroda. In the early part of the present century, he organized free public library service. After Baroda, Punjab was the next to provide leadership in library development. The first ever conference of the librarians was held at Lahore in 1918, along with the Indian Science Congress session.

During these years Andhra desa was also in the vanguard of the library movement and the Andhra desa Library Association was started in 1940. Another landmark was the organization of the First all India Public Library conference in 1919. Soon after, the All India Public Library association was formed with its headquarters at Vijayawada. During the next ten years as many as nine public library conferences were held at various places under the auspices of this Association. These conferences led to the starting of many library associations i.e., Maharashtra (1921), Bengal (1926), Madras (1928) and Punjab (1929), The Indian Library association was founded in 1933.

Membership:

All persons and institutions, who subscribe to the objectives of the association and fulfill other prescribed conditions, are eligible for membership of the Association. The members are entitled to the following privileges.

- Presence and participation in all general body meetings as well as meeting of the seasonal committee to which they belong. Further they may attend annual conferences, seminars, workshops etc., that may be organized by the association from time to time.
- Eligibility to propose, stand and vote in the election of the Association.
- Gratis or concessional supply of any of the publications of the Association.

Organization Structure:

The following are the office bearers of the Association. President

Six Vice presidents General.

Secretary two secretaries.

Treasurer Librarian.

Public Relations Officer:

The president, six vice presidents and the general secretary are elected. The Treasurer, two secretaries. Librarian and public Relations Officer are co-opted by the council.

There is the council, which includes all those specified above besides a few others. A compact body is also created out of the office bearer, which is called an executive. There are 11 sectional committees, for example a section for agricultural libraries, one for special libraries etc., each section is expected to take initiative in the matters pertaining to that field.

Conferences:

The Association, organizes the conferences, special symposia, seminars, conferences conversions,

For the last thirteen years it has also been celebrating the 'Library Week' every year from 14th November. On tis appeal, the week is now celebrated allover India by Library Association, University, College, Public and Libraries.

National and International co-operation. The ILA is duly represented in bodies like the Indian standards Institution, Rajarammohan Roy Library foundation. It is also affiliated to IFLA and the Common Wealth Library Association (COMLA).

The Association has been pressing the Government at the center, and in the states to bring forth proper library legislation, without which it is not possible to have the well planned and coordinated system of libraries in the country. The association has strived hard to improve the working conditions of the libraries.

Although much has been done, much more remains to be done. The association has to project the importance of libraries in the education and cultural development of the country.

Publications:

The Association publishes the journal called ILABULLETIN, besides promoting library movement publishers' technical answers on various aspects of library science, librarianship and library technique and services.

Indian Association of Special Libraries and Information centres (IASLIC):

Origin:

The feasibility of Indian association of special libraries and information centres (IASLIC) was arrived at a meeting of librarians, scientists and research workers in Calcutta in June 1955. The Association, however, came into being in September 1955. An organizing committee to steer it through till the first Annual general meeting was formed. From its inception, the Association has been fortunate enough to get active support of eminent scientists, librarians and document lists.

Objectives: The objectives of the IASLIC are:

1. To encourage and promote the systematic acquisition and dissemination of knowledge.
2. To improve quality of library and information services.
3. To co-ordinate the activities of and foster mutual co-operation among special libraries and scientific and technological institutions.
4. To serve as a field of active, contact for the libraries, information bureau, documentation Centres, scientists, research workers, specialists and others having common interest.
5. To improve the technical efficiency of workers in special libraries and information Centres, and to look after their professional welfare.
6. To act as a center of research in special library and documentation techniques.
7. To act as a center for information in scientific, technical and other fields and
8. To take all such actions as may be incidental or conducive to the attainment of the objectives of the Association, or any of them.

Structure:

IASLIC is governed by a council, which is pivot of the general body. The council formulates policies and programmes. The functions are performed through its six divisions.

They are:

- a. Documentation services
- b. Publications and publicity
- c. Library services.
- d. Documental reproduction and translation.
- e. Co-operation and Co-ordination.
- f. Education.

The IASLIC has individual and institutional membership. This association is affiliated to

IFLA and FID and is a member of the Documentation Committee of the Indian standards Institutions and the Indian National Commission for UNESCO.

Study Circles:

IASLIC study circles began to act as meeting place for the professionals working in different libraries in various cities. The local problems, as well as topics of wider interest, like papers sent for, publication, conferences and seminars etc., Can be taken up of discussion for the benefit of professionals, study circles meetings are held at different places at different intervals.

Reprographic and Translation Services:

IASLIC took initiative in providing reprographic and translation services in 1958, to individual researchers and institutions. Its reprographic service consists of providing micro and macro copies of documents, and translation service consists of providing English translation from all the major foreign languages of nominal charges. Translation services are provided with the help of professional translators working in different institutions.

Publications Programme:

IASLIC is publishing a quarterly journal entitled IASLIC BULLENTIN, which contains articles on library and information science and allied areas. It also published IASLIC News letter. It is a monthly publication and contains news of institutional activities, papers and other news of professional interest.

Another Serial Publication is the Indian Library science Abstracts:

It includes abstracts in English of articles, papers and books published in all the Indian languages. Its special publication includes a number of monographs on specific aspects of librarianship and documentation, in 1985, it published the DIRECTORY OF SPECIAL AND RESEARCH LIRBARIES IN INDIA.

Co-operation:

IASLIC maintains unflinching faith in the spirit of co-operation, but has failed to achieve much in this direction. An inter-library loan code was drafted to facilitate better co-operation and resource sharing among libraries. IASLIC also completed its projects of collection of data for the union catalogue of scientific periodicals sponsored by INSDOC.

Seminars And Conferences:

IASLIC holds a bi-ennial seminar and a conference in alternate years. Though this forum, the Association maintains its rapport with the members in different parts of the country. Such professional gatherings play an extremely important role of promoting professional goodwill.

Education:

From the beginning IASLIC started conducting language courses in French, German and Russian. It conducted a training course in special librarianship and documentation from 1961 to 1972. A course was also organized on indexing system in 1976. IASLIC also managed a weeklong course in reprography in 1981. In addition IASLIC has sponsored, continuing education programmes.

Library:

IASLIC library is being gradually developed which made a modest beginning with mostly library science journals. With the addition of a second floor to the building, it has additional space for the library. The library facilities are normally available to the members of the association.

IASLIC has achieved a lot since its inception. The areas in which IASLIC can do more include resource sharing, library science education and automation in libraries.

American Library Association: (ALA)

Early Development:

On October 4, 1876, a large number of librarians from all over the United States, as well as librarians from Canada and the United Kingdom met at Philadelphia. It was here the American Library Association was born with Melvil Dewey as its first secretary. The first important activity of the association was to start "The American Library Journal" as an official organ. The Journal is still continued. The early activity of Association was restricted largely to holding annual meetings and to committee work. During World War 1 the Library Association came into national prominence because of its service to armed forces. The endowment received from Andrew Carnegie gave further boost up to the Library Association.

Organization:

The goal of American Library Association is “the promotion of libraries and librarianship to assure the delivery of user oriented library and information service to all”.

To achieve this goal, the association is made up of thirteen divisions, each responsible for a specific area of concern. There are ten round tables composed of members who are interested in aspects of librarianship not within the scope of any division. And there are fifty-six chapters, each one responsible for the promotion of library services and librarianship within its geographical area. All the policy decisions, of the Association are made by the elected council.

Activities:

All the activities of A.L.A., are Directed to promoting library service and librarianship and they include:

1. Conducting programmes to educate the American public about the important contributions, which the library makes to cultural social and educational life.
2. Maintaining a constant watch over the freedom to read.
3. Establishing and encouraging the adoption of standards to improve the quality of library service and
4. Striving to maintain equal access to materials, facilities and services.

The A.L.A. Serves its Members By

1. Establishing standards of service and education.
2. Protects professional status by accrediting library educational programmes.
3. Provides guidelines for their professional performance and opportunities for continuing self improvement.
4. It creates, publishes and encourage the publication.

Publications:

1. Booklist, biweekly (except August)
 2. American libraries, monthly (except July/August)
 3. Washington Newsletter, monthly
 4. Choice
 5. Library video Magazine (video cassette) quarterly.
 6. A.L.A., Hand book of organization and membership directory, annual,
- Also, publishes books, Monographs, directories, bibliographies, Video publications reference works, specialized journals and pamphlets.

International Federation of Library association (IFLA):

Origin:

On the occasion of 50th Annual conference of the American Library Association held in Atlanta in October 1926 it was decided to invite national associations. In 1927 an International Library and Bibliographic Committee was established. The representative of 15 countries signed the revolution. Thus IFLA was founded.

Objectives:

1. To promote international understanding.
2. To promote library co-operation.
3. To promote various services at international level.

Organization:

Supreme body: the council (General assembly of all members) Administrative body: The executive Board of (7-9 elected persons).

Membership:

The federation currently comprises 1, 213 members from 123 countries. It works through two types of bodies. Professional groups and core programme.

Publications:

IFLA publishes the following publications.

IFLA Journal IFLA Annual IFLA Directory.

Regional Development:

- a. Provision of expert advice and assistance in planning and development of library sciences.
- b. IFLA makes efforts to convince the governments to support library development.
- c. Encouragement of appropriate forms of association with IFLA in countries where the library associations are non-existent or too weak to take active part in the international activity.
- d. Giving developing countries a more effective voice in IFLA.
- e. Holding IFLA conferences in each region.

The following are some of the achievements and projects of the IFLA.

International library loan

In 1935 regulations and a standard form for loan were agreed upon, and have been progressively revised since then. Related matters such as union catalogues, International loan centers, the use of telex, microcopies as substitute for loans were all standardized by the relevant committees thus contributing to the smooth flow of documents across national boundaries.

Cataloguing:

The most ambitious undertaking by IFLA was the International Conference on cataloguing principles held in Paris in 1961.

International Standard Bibliographic Description (ISBD):

The report on ISBD was submitted in 1971. In the words of the Chairman of the Committee “the ISBD does not prescribe the choice of headings. It is designed primarily as an instrument for the internal communication of bibliographical information.” It has three objectives:

1. To make records from different sources inter-changeable.
2. To facilitate their interpretation across language.
3. To facilitate the conversion of such records to machine readable form.

Statistics:

Statistics to have value must be standardized. IFLA committee on statistics and standardization evolved international standards.

Divisions:

1. General research libraries.
2. Special libraries.
3. Libraries serving the general public.
4. Bibliographic control.
5. Collections and services.
6. Management and Technology.
7. Education and Research.
8. Regional activities.

Core Programmes:

- Universal availability of publications (UAP)
- Universal Bibliographic control International Marc (UBCIM).
- Preservation and conservation (PAC)
- Universal data flow and Telecommunication (UDT).
- Advancement of librarianship in the third world (ALD).

Association of Special Libraries and Information Bureau (or)

Association for Information Management (ASLIB)

It is a charity registered in 1924 whose 2000 members are private and public sector companies and organizations throughout the world, concerned with managing information resources efficiently.

Key roles:

- To stimulate awareness of the benefits of good management of information resources and its value.
- To represent and lobby for the interests of the information sector on matters and networks which are of national and international import.
- To provide a range of information related products and services to meet the needs of the information society.

Functions:

To fulfill these roles we have developed four main functions within the Association. They are consultancy, publications, training and recruitment.

Our consultancy activities range from giving answers to specific questions for individuals or small companies, to major studies such as the Public Library Review for the British Government, to recommending policies and strategies to the People's Republic of China. It is mainly for the less comprehensive enquiry that we have set up our Information Resource centre for an online brokerage service for such questions. The service covers all sectors of the economy including business, healthcare, technical, financial, and company data.

ASLIB's role includes making organizations aware of the information resources published or available online for business and other organizations.

Information and Library Network (INFLIBNET)

Objective and functions:

The primary objectives of INFLIBNET as envisaged in Memorandum of Association are:

- To promote and establish communication facilities to improve capability in information transfer and access, that provide support to scholarship, learning, research and academic pursuit through cooperation and involvement of agencies concerned.
- To establish INFLIBNET: Information and Library Network a computer communication network for linking libraries and information centres in universities, deemed to be universities, colleges, UGC information centres, institutions of national importance and R & D institutions, etc. avoiding duplication of efforts.

- i. to promote and implement computerization of operations and services in the libraries and information centres of the country, following a uniform standard;
- ii. to evolve standards and uniform guidelines in techniques, methods, procedures, computer hardware and software, services and promote their adoption in actual practice by all libraries, in order to facilitate pooling, sharing and exchange of information towards optimal use of resources and facilities;
- iii. to evolve a national network interconnecting various libraries and information centres in the country and to improve capability in information handling and service;
- iv. to provide reliable access to document collection of libraries by creating on-line union catalogue of serials, theses/ dissertations, books, monographs and non-book materials (manuscripts, audio-visuals, computer data, multimedia, etc.) in various libraries in India:
- v. to provide access to bibliographic information sources with citations, abstracts, etc. through indigenously created databases of the Sectoral Information Centres of NISSAT, UGC Information Centres, City Networks and such others and by establishing gateways for on-line accessing of national and international databases held by national and international information networks and centres respectively;
- vi. to develop new methods and techniques for archival of valuable information available as manuscripts and information documents in different Indian languages, in the form of digital images using high density storage media;
- vii. to optimize information resource utilization through shared cataloguing, inter-library loan service, catalogue production, collection development and thus avoiding duplication in acquisition to the extent possible;
- viii. to enable the users dispersed all over the country, irrespective of location and distance, to have access to information regarding serials, theses/dissertation, books, monographic and non-book materials by locating the sources wherefrom available and to obtain it through the facilities of INFLIBNET and union catalogue of documents;
- ix. to create databases of projects, institutions, specialists, etc. for providing on-line information service;

- x. to encourage co-operation among libraries, documentation centres and information centres in the country, so that the resources can be pooled for the benefit of helping the weaker resource centres by stronger ones; and
 - xi. to train and develop human resources in the field of computerized library operations and networking to establish, manage and sustain INFLIBNET.
- To facilitate academic communication amongst scientist, engineers, social scientists, academics, faculties, researchers and students through electronic mail, file transfer, computer/audio/video conferencing, etc
 - To undertake system design and studies in the field of communications, computer networking, information handling and data management;
 - To establish appropriate control and monitoring system for the communication network and organize maintenance;
 - To collaborate with institutions, libraries, information centres and other organizations in India and abroad in the field relevant to the objectives of the Centre;
 - To promote R&D and develop necessary facilities and create technical positions for realizing the objectives of the Centre;
 - To generate revenue by providing consultancies and information services; and
 - To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.

Questions:

1. What are functions of library association?
2. Elucidate the contributions of some international bodies of library science.
3. Write a short note on the following a) Iascic b)Ala c) Ifla d) Unesco
4. Comment on the services of Inflibnet.
5. Bring out the significance of library association and International bodies in the development of libraries.

Unit: 5

Library Rules & Regulation, stock verification, Annual Reports, Budgets, Library Buildings, Furniture, Equipments:

Library have a very important part to play in future development of social, cultural, Educational life and progress in a country. Library service is useful for the study development of social being. This essay explains the impact of libraries in various fields of activities.

Library especially public library should provide the following activities to act as a sociological or social institution.

- Library (public) can impact a life long self education.
- Library should provide upto date facts and information on all subjects, to enable the human beings to discharge his social duties as good citizen.
- It should inform scientists and scholars in top management about modern trends and developments in S& T field.
- It should preserve literary and historical records.
- It should provide all scope to one and all for gainful utilization of leisure.

The public libraries raises the quantum of common sense of average man to change their reading habits to raise the level of culture. At the same time the library will welcome the use of meeting rooms for socially useful and cultural activities.

Each and every citizen of a democratic country has to be well informed about current status of a country. So a country wants an agency, which can constantly improve the power of judgments of every citizen by providing for his perpetual self education. The tools of information and self-education had for long been accumulated and made to lie as deposits in libraries with various levels with the help of union catalogues. Modern libraries are adapting inter-library loan facilities. For effective utilization of information sources a country should establish national network of information center at various levels. Modern days libraries are providing internet facilities for resource sharing.

The development of science and technology has resulted in the founding of large number of new journals and in the growth of papers published every year. The flood of materials continuously pouring from all parts of the world has forced the libraries in S & T field to develop and improve their techniques to control, organize and disseminate the information. At the same time technological explosion is a recent problem. So the activities of libraries will also undergo changes according to the needs of society.

The access to information is the key to any developmental process. Library thus gets

transferred as an information center to the community. Library is having its own objectives in order to act as an information system.

Functions of Library:

- Building up a good and valuable document collection.
- Acting as a control point for filling of the organizations reports in order to reduce duplication of work.
- Provides updated information via CAS.
- Provides an efficient & effective SDL.
- Act as a clearing houses, referral & switching center.

In order to achieve the objectives library is performing various functions of a major information system/center. Though the acquisition, storage policies libraries provide a permanent achieve of professional achievement and guaranteed sources access to this record.

In addition libraries organize and control the literature bymeans fo the following departments like:

1. Acquisition section – mainly related to gathering of information.
2. Technical section – to control & organize the information.
3. Circulation section – to disseminate the information.
4. Maintenance section – to store & maintain information.
5. Reference section – to disseminate information.
6. Periodical section – to store periodical to give updated information.

In addition to these department libraries are providing various services like CAS, SDI, Documentation service, Bibliographic service, etc., to give accurate and updated information to the users. Modern libraries adopt inter library loans as the resources of the co-operating libraries are made available to users.

By providing various sources of services for dissemination library can be considered as a best information system/center. While compared with other information centers library’s focuses or concentrates all types of users in the society and try to satisfy their need. In order to develop their knowledge from the above said points we can easily conclude that library play a vital role for dissemination of information by its valuable resources and their advanced technologies or services.

National Library Fund:

There shall be a National Library Fund from which shall be met.

1. The salaries, allowances, pension and provident fund of the staff of the National Department of Libraries and of each of the libraries of the system of National Central Libraries.
2. All the other expenses of the said department of the said libraries of the National Library Committee and of any other committee or body functioning either as provided in the act or as may be sanctioned by the Minister.
3. The grants, normally grants for capital expenditure that maybe apid to the government of constituent state for public library purposes.
4. Grants if any, to be paid to any selected member of the library profession or to any institution for research in library science, approved for this purpose.
5. The expenses of conferences and exhibitions promoted by the National Library Authority for the furtherance of Library cause; and
6. All other expenses incurred by the National Library Authority in the furtherance of the purpose of this Act.

National Library Fund shall be credited:

1. The amount provided by the parliament for the purpose of this Act.
2. Any other amount provided by the union government.
3. The amount collected by the each of the libraries of the system of national Central Libraries under the rules of the library.
4. Amount received from any endowment in any; and
5. Any contribution from any person or body of persons.

Under this following are discussed:

- Power to make rules
- Offences and penalties
- Savings of validity of acts and proceedings.
- Provisions relating to suits.
- Power to remove difficulties and
- Amendment to the Delivery of Books and News paper (Publication) Act 1954 as Amended in 1956.

This act maybe called as The Libraries Act, it shall extended to the whole state.

- State Library Authority means the Authority defined in section A3
- State Library Authority means the committee constituted under Sec. A32 and the sub-divisions.

- City means a population cluster with 100,000 of more or such other number of people as may be prescribed by the Government from time to time.
- City Library Authority means a Library Authority constituted for a City under sec A41 and its sub-divisions.
- ‘District’ means a revenue district excluding the cities in it.
- District Library Authority means a Library Authority constituted for a district under sec. A42 and its sub-divisions.
- ‘State Librarian’ means the Librarian appointed to manage the implementation of this Act.
- Department of Libraries means a Department of Government formed for the purpose of the Act.
- ‘Chief Librarian’ means the Librarian appointed to manage a City Library System of a District Library System.
- ‘Public Library’ means state service Library established or declared to be State service Library for the purpose of this Act.
- Any Library established or maintained by a Local Library Authority, including the traveling libraries and service stations.
- Any Library, open to the public free of charge and maintained and managed by the Government or by any local body.
- ‘State Owned Library’ means a library maintained by a Department of the Government, the State Legislature, the High Court, or any other court or any other Governmental body.
- ‘Academic Library’ means a library maintained by research institution, a university a college or a school.
- ‘Business Library ‘ means a library maintained by industrial or commercial body.
- ‘Out-lier Library’ means any library, other than a public library, situated within the State or outside it.
- ‘Library Cess’ means a cess levied under Section 6a and its sub-divisions;
- ‘Book’ means – Any volume, part or division of a volume, Any sheet of music, map, chart.

State Library Authority, the state Librarian:

1. Shall superintendent, direct and deal with all matters relating to the press and Registration of Book Act 1867 (Central act 25 of 1867) and maintain and manage the state Copyright Library.

2. Shall maintain and manage the state dormitory Library.
3. Shall superintendent, direct and deal with the exercise of powers and the performance of duties by Local Library Authorities under the Act.
4. May centralize all impersonal technical work such as acquisition classification and cataloguing and coordinate the selection service and maintenance of reading and kindered materials.
5. Shall maintain the State Register of Libraries.
6. Shall submit to the State Library Authority annual report on the progress and the working of the public library system of the State.
7. Shall control the appointments, posting, transfers, etc.,

The State Library Committee shall consist of

1. The Minister of education the ex-officio Chairman.
2. The Minister in charge of Local self government or his depute
3. The State Librarian, the ex-officio secretary.
4. The Secretary for Education.
5. The Director of education.
6. Two persons elected by the state Legislative assembly.
7. One person elected by the state Legislative council if it exists.
8. One person appointed by the Executive of each of the Universities in the State.
9. One person elected respectively by the members of each of two of the city Library authorities by rotation.
10. One persons elected respectively by the members of each of three of the District Library Authorities by rotation.

Finance and Accounts:

Library Cess:

- A library cess in the form of surcharge on 1. Tax on land and buildings.
- Tax on entry of goods into the local area.
- tax on profession.

Government grant to district library authority.

City and district library funds.

State library fund

Accounts:

An account shall be kept of the receipts and expenses of the State Library Authority and each of city library authority and District Library Authority.

Public Library System:

The Madras public Libraries Act, 1948 and the rules made there under envisage a system of public libraries in the state with State with state Central Library at the capital and one district central library for each district in the state. A number of Branch libraries and Delivery stations are to be attached to the each District central Library.

Amendments To the Act.

For the past 36 years, only few amendments had been issued to the Act and the important ones are enumerated below:

Duties Assigned To District Library Officers:

This Act specifies the duties of the chairman of the Local Library Authority.

The public libraries playing a vital role in the society. People have realized the public libraries are of the people by the people and for the people. In spite of all these things, the public library service in Tamil Nadu is much Satisfactory.

Budgets:

A systematic approach to facilitate effective management performance is budgeting. A budget is a comprehensive and co-ordinated plan expressed in financial terms for the operations and resources of an enterprise for some specific period in the future.

1. It is a comprehensive and co-ordinated plan.
2. It is expressed in financial terms.
3. It is a plan for the firms operations and resources.
4. It is a future plan for a specified period.

Definitions:

A budget is a financial and or quantitative statement, prepared and approved prior to a defined period of time, of the policy to be pursued during that period for the purpose of attaining a given objective.

Budgetary control, “The establishment of departmental budgets relating to the responsibilities of executives to the requirements of a policy, and the continuous comparison of actual with budgeted results, either to secure by individual action the objective policy or to provide a firm base its revision.

Thus a budget is a predetermined statement of library policy during a given period which provides a standard for comparison with the results actually achieved. Budgetary control is a system of controlling costs which includes the preparation of budgets. Co-ordinating the departments and establishing responsibilities, comparing actual performance with that of budgeted and acting upon results to achieve maximum profitability.

Objective of Budget:

1. To forecast the future and plan to avoid losses but more positively to maximize profits.
2. To bring about co-ordination between different functions of an enterprise which is essential for the success of any enterprise.
3. To ensure that actions are fortune with targets.

Limitations of Budget:

1. To recasting planning of budgeting is not an exact science and a certain amount of judgment is present in any budgeting plan.
2. The basic requirement for the success of butgetting is the absolute support an enthusiasm provided by the library.
3. Budgeting should be followed by effective control actions, this is often lacking in many organizations which defeats the very purpose of budgeting.
4. The installation of a budgeting system is an elaborate process and it takes time.

Budgetary Control:

Budgetary control is to be operated effectively.

Creation of budget Centres:

Centres or dipartite should be established for each of which budget can be set with the help of the head of department concerned.

The Establishment of a budget committee:-

This committee is composed of the head, the budget officer and heads of the main departments. Each member will prepare his own initial budget; which will then be consider committee and all budgets will be co-ordinated. The following are the main functions of the committee:

1. To provide historical Information to help Librarian.
2. To issue instructions regarding budget requirements.
3. To define the general policies of library in relation to the budget.
4. To advice in the preparation of budgets.
5. To review budgets.
6. To approve budgets.
7. To prepare budget summaries.
8. To ensure that budgets are submitted in due time.
9. To prepare budget summaries wherever.
10. To prepare the master budget after functional budgets have been approved.

Types of Budget:-

1. Long-term budgets.
2. Short –term budgets.
3. Current budgets.
4. Purchase budget.
5. Cash budget
6. Administrative budget.
7. Fixed budget.
8. Flexible budget.

Questions:

1. What are the rules and regulations of library science?
2. Comment on the significance of stock verification.
3. What is the purpose of Annual Reports?
4. How does library Budgets help the development of libraries?
5. Comment on the infrastructure of Libraries?

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4. Library Management 101: A Practical Guide By Diane L. Velasquez. Jun 10, 2013.
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6. Ajayi, N.A. and Adetayo, J.O., “Utilization of Library Books to Enhance academic Excellence in Nigeria Tertiary Institution: A Case Study of Hezekiah Oluwasanmi Library, O.|A.U., Ile-Ife” Journal of Social Science, Vol.10 No.2, 2005, Pp.119-112.

MODEL QUESTION PAPER

PAPER –I FUNDAMENTALS OF LIBRARY & INFORMATION SCIENCE

Time: Three Hours

Maximum : 100 Marks

PART A – (5X5 = 25 MARKS)

Answer any Five questions in about 100 words each.

1. Evaluate the growth and development of Lib Schools in India.
2. What are the different types of libraries?
3. What are the services of an academic library?
4. Comment on the features of the special libraries.
5. What are the five laws of Library Science?
6. What are the professional ethics of a librarian?
7. What are the functions of library association?
8. Write a short note on the following a) Iasicic b) Ala c) Ifla.

PART B – (5X15 = 75 MARKS)

Answer any five questions in about 300 words each.

9. Bring out the development of Lib School in India.
10. Write an essay on the evolution and growth of Lib Schools in India?
11. What are the contributions of different types of libraries to the society?
12. How does the five laws of library science induce the services of library towards the upliftment of the society?
13. Bring out the significance of library association and International bodies in the development of libraries.
14. Comment on the infrastructure of libraries.
15. How should you arrange the library building, furniture and equipments in the library to facilitate reading and other academic activities?

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