

## **Library Collection Development And Management Practices In Academic Libraries With Special Reference To Modern Era**

**Dr. RM.SUBRAMANIAN**, Librarian

venkatsubramanian6@gmail.com

PS.PT.MGR. Govt. Arts and Science College, Puthur, Sirkali

**Dr. RM.MEYYAMMAI**, Assistant Professor, Department of Economics

meyyammais3@gmail.com

D.G. Government Arts College for Women, Mayiladuthurai

### **ABSTRACT**

Library collection is the pool of achievements of the past preserved for the benefit of present and future generations. The scope of library collection shall be much clear from the classification of documents. The vast majority of digital documents with plenty of new attractive features were developed in the world. But in our country of rural and semi rural and urban areas not yet digitalised. In the modern era of 21<sup>st</sup> century information and media are more faster and access and compatibility of digitalised library are very less. For that, this paper helps the user/Librarians redesign the library with modern technologies and electronic resources. Then the users may userfrienlier in digitalised and electronic resources library. This paper also extracts the guidelines and policy of collection development of management practices and benefits of e-resources and limitations of e-resources in the modern world.

## **INTRODUCTION**

Library collection has witnessed the ages of clay tablets to papyrus sheets, paper documents, and silicon chips, optical and magnetic disc and so on. In every age, libraries have used the latest technology. Importance of a library collection in the modern era lies in the following functions, which it performs:

- ◆ Collection and dissemination of information is the most important function of a library;
- ◆ Importance and success of library collection lies in the satisfaction of users' information needs;
- ◆ Educational reading in a formal sense is the concern of academic, special and technical libraries. Such libraries should have such a varied collection so that they are able to fulfill these needs;
- ◆ In institutes of higher learning, provision of syllabi, study and research materials is another reason for library collection;
- ◆ Provision of information material for cultural and recreational reading is another important aspect, which enhances the importance of library collection;
- ◆ Collection preserves knowledge for the future;

Above all, library collection is the pool of achievements of the past preserved for the benefit of present and future generations. The scope of library collection shall be much clear from the classification of documents. The vast majority of digital documents with plenty of new attractive features as detailed below has brought about a revolution in our lives. In the modern era of 21<sup>st</sup> century information and media are(Satija, 2003)

- ◆ High compact storage;
- ◆ Ease of reproduction, multiplication and manipulation and transmutation;
- ◆ Contents can be very easily detached from its media or container;
- ◆ Ease of migration of contents from one medium to another;
- ◆ Ease of transmission, communication and storage;
- ◆ Hypertext and multimedia;
- ◆ Seamless integration of print and electronic resources;
- ◆ Sophisticated and multipronged searches through keywords, free text, Boolean operators, class numbers and natural languages processing;
- ◆ Wallless libraries leading to the vision of multimedia global virtual library (MGVL) inaugurating an era of "Death of distance"; and

- ◆ Convergence of technology, which is getting more powerful each day;

## **DEFINITIONS OF COLLECTION DEVELOPMENT**

Collection development denotes the process of selecting materials to be added to the library collection to develop it. It is a process of examining the academic and research needs, and selecting materials in support of those needs, for both faculty and students. It is also a process of identifying the strength and weakness of a library's information resources with respect to patron needs and community resources, with an aim at maintaining the strengths and correcting the weakness. Current weakness in the libraries are less digitalisation. In the modern era, digitalised library is a strengthening of the faculty and the students. Subject specialist librarians are assigned to select or collect and create materials in their areas of expertise.

## **GUIDELINES AND POLICIES ON COLLECTION DEVELOPMENT**

A collection development policy is a written statement of library's intentions for building its collection. It describes the collection's strengths and weaknesses and provides guidelines for staff. Producing one is a commitment; it takes time and careful consideration to develop a useful and relevant document in the modern era. A collection development policy should be a living document, adaptable to change and growth. It provides guidelines and e-

resources that can be modified as a library's collection needs change. Collection development policy statements are necessary planning documents and digital documents. Although the value of collection policies is not universally accepted, the prevailing view among library professionals is that a collection development policy statement is a necessary tool leading to consistent, informed decisions. The ideal collection policy is a living document, reviewed and revised regularly, that "organizes and guides the processes of acquiring and providing access to materials and information sources, integrating these into coherent collections, managing their growth and maintenance, and making decisions about preservation, withdrawal, and cancellation

**(Gorman and Miller, 1997)** Overall, policies facilitate consistency and communication between libraries and are information tools for working with the library's community. A written collection development policy statement is intended "to clarify objectives and to facilitate coordination and cooperation, both within a library or library system and among cooperating libraries...If it is well done, it should serve as a day-to-day working tool that provides the necessary guidelines for carrying out the majority of tasks within the area of collection building

**(Gardner, 1981)** As Gardner conveys, a collection development policy serves a broad range of functions, and in fact he continues by presenting a dozen reasons why a policy statement should be devised. According to him this policy forces staff to think through library goals and commit themselves to these goals, helps them to identify long- and shortrange needs of users and to establish priorities for allocating funds. It helps to

assure that the library will commit itself to serving all parts of the community, both present and future. It helps to set standards for the selection and weeding of materials. It could be noted that collection development informs users, administrators, and other libraries of collection scope and facilitates coordination of collection development among institutions. It helps to minimize personal bias by selectors and to highlight the imbalances in selection criteria.

### **NEW TREND OF TRADITIONAL COLLECTION DEVELOPMENT**

Traditional collection development is the important sources of the Libraries, but it is the one of the most challenging and imaginative processes of the library profession, whereby the library staff acquire a variety of reading materials to meet the demands of its users. For that, traditional collections are preserved in the form of digitalised, it will not indestructible material for the longer period. Traditional Collection development policy ensure the building of library collection. The systematic guidelines and management practices of the collections is more accessible for the new trend of traditional collection development.

Acces and convert the old collections of Manuscripts,books, old coins, journals, CD's, in the form of digital and scanned copy with new technologies.

Some of the rare and precious collections of Non Book Materials are:

- 1.Audio Cassettes
- 2.Video cassettes
- 3.Micro Fiche
- 4.Micro Film(UMI)

5. Film strips
6. 35mm Film Slide
7. Gramophone Records
8. Paper Manuscripts
9. Rare Books (Manuscripts)
10. Palm Leaves

The above Non Book materials are still seen in the libraries. We have to Protect these non book materials , for the future generations also, because it also have some valuable informations.

## **DIGITAL RESOURCES AND COLLECTION DEVELOPMENT**

With the digitization of books, documents, journals, e-journals and other forms of material, modifications of policies would take place. Overall the policy set for published material could be modified accordingly; the entire philosophy of Collection needs to be changed as simply duplicating the collection practices evolved for print materials in the new information (network) environment.

**(Seetharama and Ambuja, 2000)** Technology related factors have to be incorporated in the policy as this would affect the selection of material; budgeting has to be modified to include the hardware and software costs. As builders of collections, librarians now have a larger and more complex set of resources from which to select. These resources range from analogue versions of books, journals, encyclopaedias and sound, to digital versions of these in a variety of formats such as CDROM, DVD, digital video tape, to online digital e-journals, e-books and online databases. Digitization would also have an effect on the preservation and archiving as resources would also be available in digital format. Resource sharing and document supply would have to be re-thought keeping in mind the availability of digital resources.

### **Offline-E-Resources**

Now-a-days learners are readily and easily access the off-line E-Resources, it is easy to access free of, librarians look for offline products that offer easy installation, reasonable pricing, good technical support and reasonable licensing restrictions. It is the necessary amount of staff time to provide access, training and assistance. The long term viability of resources for preservation purposes, the long term usability of a resources data, the easiest access of hardware, documentation, and information, replacement policy of the publisher in the event of damage.

## **WEBSITES AND WEB RESOURCES**

Collection development and Management Practices, Websites and Web resources are very essential for the users. It require electronic resources. For the Web sites, Librarians/Users must examine each site's worth: credibility and Conflicts of interest. For the Web resources, Electronic resources should be available before or not later than the publications of the article in its printed format. Web Sites and Web resources are user friendliness, It will give and support the users, information and increased functionality, enhanced access to remote users time availability, hardware and software should be taken into consideration.

## **BENEFITS OF E-RESOURCES**

1. User friendliness
2. Reduce Expenses of collecting the information.
3. Time Compatibility
4. Increased functionality
5. Provides more information
6. Reduce printing and postage expenses

7. Permanent use(collections in longer period).
8. Non destructible informations.

## **LIMITATIONS OF E-RESOURCES**

1. Increasing cost and high Infrastructure needed.
2. Need special training for operating the e-resources.
3. Hacking informations and hiding the informations.
4. Lack of reading the more data at a time than the hardcopy.
5. By using the computers and electronic gadgets, access free of stress and and reduce the eyesights.

## **CONCLUSION**

In the Modern era, Digitalised library is more compatible for the Users/Librarians for the Collection development and Management Practices. Most of the Libraries in semi rural and rural areas are not provided by these facilities. Even in Urban areas, this facilities is not available. If we convert and change the library in to digitalised, Users/Librarians will get benefitted. Collections will also protected in the longer period. Hence the libraries must redefine with digital collection development policy, selection, acquisition, preservation, distribution, then the libraries are in the digital environment, It will gives more compatibility and more friendliness to the Users/Librarians.

## **REFERENCES**

1. **Satija( 2003)** Digital informationsystems and services. Laslic Bull.48(1),10-13.

- 2. Gorman and Miller (1997)** Collection Management for the 21<sup>st</sup> century: A Handbook for Librarians. The Greenwood Library Management Collection. Westport, CT: Greenwood Press,1997.
- 3. Gardner, Richard K. (1981)** Library collections: Their origin, selection and development, New York: McGraw-Hill Book company, Quoted in German, G.E. and B.R.
- 4. Seetharama and Ambuja( 2000)** Collection Development in Electronic Era: DRTC Annual seminar on electronic sources of information.