

# OPTIMUM UTILISATION OF LIBRARY FACILITIES IN THE CHANGING SCENARIO<sup>1</sup>

**Dr. KNVVS. Narayana Murthy**

*Reader in Telugu and Member of NAAC Committee of College, Badruka College of Commerce and Arts,  
Kachiguda, Hyderabad- 29, AP.*

## ABSTRACT:

*Books play an important role in our life. Books gives knowledge and wisdom. Often we see the books in Library but it is always suggestable to maintain a small personal library in every home. These libraries we see at Schools, Colleges, Universities, Public places, and even in Mobile system. Maintaining Library means recording and protecting history. All the governments viz., Central, State, Local body etc. are looking after the libraries by giving funds. .R.RANGANATHAN, the father of library movement in India has done considerable work in the area of developing standards for library service in India. Tanjavur Sarasvati Mahal, Nalanda Library are some of the biggest historical evidences for Indian Library System. A Library is being maintained means there are so many other factors such as Funds, Staff, Stationery, Furniture, infrastructural facilities etc. Above all, the important, books, periodicals, journals duly supported with its Readers in other words Book Lovers.*

**Keywords:** *Library facilities; optimum utilization; Nalanda Library*

## INTRODUCTION

Books and libraries form an important part of the history of Indian civilization. In ancient and medieval India library considered as important center of learning and significant medium of education. Books and manuscripts were the social mechanism for preserving religious and secular knowledge of the society mixed with core subjects in Gurukula system.

Printing from movable types came to India in 16th century. It was a great event in the history of India. Prayer to this, knowledge to a limited circle and the written records were in the position of the privileged few. The invention of printing augmented the rate of book production and set the stage for a new era of systematic learning.

Early books in Indian languages not at all specimens of good printing. Clarity and beauty are often absent. Early types were less than perfect. Indian incurables do not favorably compare with European incurables either in quantity are in quality. The paper used was often very low in quality. Indian book production has made much progress during the present century in particular after independence in 1947.

The total educational complex of any nation may conveniently be divided into four major components viz., (a) formal educational system consisting of schools colleges and universities

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which form the core of the educational complex (b) Non - formal educational efforts such as adult education former or worker training name writing and signature training (c) informal education where people learn in a non-systematic way under the influence of socio cultural institutions political processes and the mass media and (d) international education compressing of knowledge gained outside the national boundaries.

### **IMPLICATIONS FOR LIBRARY SERVICE:**

Libraries are institutions for non-formal education. Library systems are being well established in several States. Library laws are enacted in this States the number of libraries of different types are growing fast they can work with people of all ages all levels and all groups. They should actively participate in literacy programs non formal education to the poorer and exploited sections of the society.

### **STANDARDS FOR LIBRARIES**

Leaders of Indian librarianship were aware of the important role of standards in the development of libraries. Some efforts have been made in the country to develop standard for certain types of libraries. S.R.RANGANATHAN, the father of library movement in India has done considerable work in the area of developing standards for library service in India. He has developed staff formula for professional nonprofessional skills and unskilled staff.

### **OBJECTIVES OF THE LIBRARY SYSTEM**

The following three objectives are more suitable for successful functioning of library system in the changing scenario.

- To promote reading habits of students and teachers;
- to develop book borrowing and book maintenance habits in readers;
- to provide recreational reading for the students and teachers.

The primary objective of the library is to provide books periodicals maps charts etc., that are essentials for supporting the instructional program of the college, the library should not ignore the importance of providing materials in the subjects which are not being taught in the college to improve the general knowledge of the readers.

### **COLLECTION OF BOOKS FOR COLLEGE LIBRARIES**

The librarian acquires two books per student per year and five books per teacher per year; the library shall provide 50 periodical titles one half of which shall be in the field of education and the other half representing the discipline of general nature; the library shall provide maps and charts required for instructional purpose.

## **ORGANISATION OF LIBRARY MATERIALS**

1. Library collections shall be organized by nationally approved conventions.
2. The catalogue of the libraries holding shall include all items with particulars of author title and subject.
3. Library materials shall be arranged in the shelves subject wise in a clearly visible manner.
4. Patrons have Direct access to library materials on the shelves.
5. Library staff in the form of skilled manpower should make the whole information easily available to the users.
6. There shall be a professional librarian on the staff of every college library irrespective of its size.
7. The professional librarian shall be a graduate in library science.
8. The professional librarian shall have the status and salary of a member of the teaching staff.
9. There shall be a clerk on the staff of every college library irrespective of its size.
10. Professional librarian should take the help of the clerk who is able to feed the information into the computer system to make it as an electronic library.
11. There shall be an attender on the staff of every college library.

## **TYPES OF LIBRARIES AND GRANTS**

Types of libraries and grants. The libraries can be classified into various types on the basis of their locations and patterns they intend to serve. They are under;

1. School libraries: Library established in schools to cater to the needs of the student of the school is known as school library it should maintain school books useful for the students of that school only this library should not allow the students of other schools to use its facilities.
2. College libraries: College libraries are established by the college management. These libraries should preserve books of various subjects taught in the college. They should also purchase reference books and general books for the benefit of college students.
3. University libraries: Libraries maintained by the universities should store books on many subjects, languages, literature, doctorate thesis books, international reference books, general books, autobiographies, dictionaries etc. so as to meet the demands of Professors, Lecturers, Research Scholars, Students, Visitors etc.
4. Court Libraries: Every court of law district courts high courts and supreme courts also maintain libraries to cater to the needs of judges advocates, attorneys, clients etc. Libraries maintained by courts of law should preserve Bare acts of various enactments, commentaries on different laws, decided cases of various courts, judicial precedents books etc.
5. General Libraries: The state government maintains general libraries at district level books and state level at various towns and cities to cater to the needs of general public. They should preserve books on various subjects' languages, laws, general books,

magazines, souvenirs, yearbooks newspapers periodicals etc. They also organize branch libraries at different rural centers and villages.

6. **Mobile libraries:** The state government organized libraries in the form of mobile libraries in buses and mini buses to go to various centers in cities towns and villages to cater to the reading requirements of various persons. These mobile libraries will have pre decided centers where they are kept for a fixed period of time as per the time table announced in advance. These libraries may not Store more books but meet the requirements of limited number of persons.

Libraries receive the following types of grants for their maintenance and upgradation.

1. **Recurring grants:** The recurring grants are plan grants and are given for the purchase of books and journals.
2. **Non-recurring grants.** Non recurring grants are given for extension of library building, audio visual equipment's, CD ROM, computers etc.
3. **Adhoc Grants.** This type of grant is not given regularly. This grant is received occasionally.

## **EXPENDITURE AND SOURCE OF FINANCE**

These are some of the expenses met in a library. Purchase of books, journal subscription, pay and allowances, registers and stationery, book binding, audio visuals, computers, internet expenses, shelves and furniture etc.

And these are the sources of finance required to be organized for the libraries. State government grants; UGC grants; library fees; overdose charges; sale of old newspapers magazines; Donations; interest from Bank deposit accounts contributions from college management.

## **FUNCTIONS OF LIBRARY ADMINISTRATION**

The primary functions of library administration can be summarized as under.

1. **Interpreting objectives.** : The librarian should understand the primary objectives of the library. In case of a college the primary objective will be to cater to the needs of staff and students of the college in case of general libraries the object will be to serve the large number of its members and general readers. In case of the university library, the requirements of members of various teaching department and students should be kept in mind. In case of mobile libraries, the requirements people living in the areas of its coverage should be met.
2. **Planning function.** The librarian should prepare plans for equipment's furniture books journals catalogue et cetera. He should also prepare programs covering a period of number of years issue of books to different patterns etc.
3. **Organizing the library.** The library should be organized in a systematic manner. The shelves are to be kept arranged in a systematic order and the books are to be arranged subject wise in accordance with the catalogue prepared.
4. **Supervision of the staff.** The librarian should supervise the work of various staff members in the staff of the library. He Should be doing his duties the attender should be doing his

duties and other staff such as computer operator, receptionist if any should be performing their respective duties.

5. Budget preparation. The librarian is responsible for the preparation of yearly budget relating to new books to be purchased new journals to be subscribed new shells and other furniture to be purchased computer hardware and software to be acquired staff to be appointed etc. on the basis of expansion of the library. He should make fresh demands for equipment and books when in advance so as to acquire necessary grants for the same.

The nonprofessional duties of an administrative officer of library consists of bookkeeping compelling budget data compiling statistics preparing graphs and charge purchasing supplies and equipment keeping office files handling mail routine correspondence receiving collars photo copy and messenger service.

## **FINDINGS**

The following points are identified and they are also emerging as constraints:

1. Every year library users are increasing but finance is not increasing in the same proportion.
2. Libraries are poor in their collection poor in step poor in services and do not have congenial quarters. Their budgetary allocations are most negligible.
3. The cost of publications that is journals books etc., are increasing in every year with high rate but funding is remained static.
4. User expectations are increasing due to the research work on complex and inter disciplinary subjects and due to the advent of IT in every field. Libraries are unable to satisfy the users due to lack of sufficient financial support.
5. If libraries want to add new technology in their services, they require huge amount of finance.

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