

4.6 ACADEMIC LIBRARY AND INFORMATION SYSTEM

4TH SEMESTER

UNIT- I Academic Library

Academic Library

Academic library means the libraries which are attached to the academic institutions such as school, colleges and universities. Hence they support learning, teaching, research and other educational functions appropriate to their parent institutions.

Facilities of Academic library.

Out of these school and college libraries provide facilities for students and teachers to read books or consult them for references whereas university libraries provide additional facilities for higher learning, research and dissemination of knowledgeable publication.

Types of Academic Library.

Academic libraries include school, college, university and research libraries. All these cater to the needs of academic community for supplementing the study and research programmes of the institution and help conserve and disseminate knowledge. Academic libraries do not exist by themselves; they exist to serve the objectives of the education system of which they form a part.

Objectives of Academic library:

The primary objectives of any academic institutions are:

- Conservation and preservation to knowledge.
- Expansion of ideas and dissemination of knowledge with the help of interpretation, research and publication; and
- Dissemination of knowledge through teaching and extension services.
- The libraries in academic institutions help to achieve these objectives.

Types of Library

1. Academic Library

- a) School library
- b) College library
- c) University library

Objectives of school library:

- It supports all educational programmes of the school.

- It acts as a learning media resources centre.
- It cultivates reading habits in school children.
- It develops their interest to use the library for their overall development.
- It inculcates the habit of seeking help of additional sources other than text books.
- It nurtures good moral values and principles in the children.
- It develop self learning skills of students.
- It keeps the teachers and management informed with the latest updates in education sector.
- It provides healthy material for recreational and entertainment purpose to students, teachers and staff.

Objectives of college library:

- It helps in all educational and institutional programmes of the college
- It develop a habit of deep and advanced studies of subjects beyond the text books of subjects, in students
- It enhance the understanding of different subjects or disciplines among students
- It assists the research work and lays down the initiative base for research work in students
- It informs the teachers with latest up dates in their respective subject area
- It provides reading material for competitive exams
- It provides healthy entertainment material to its users

Objectives of university library:

- To provide facilities for all teaching, learning, educational and research programmes of the university.
- To cater to the information needs of teachers, students, research associated with the university.
- It provides facilities to its users for intellectual development which is a power of acquiring ideas through individual efforts
- It conserves knowledge
- By providing latest knowledge to teachers in their fields for effective teaching it makes transmission knowledge possible.

1.1 Role of Academic library in Higher Education

Academic Libraries play a fundamental role in supporting success in higher education. Academic institution are dynamic hubs for learning and research.

- 1. Academic Libraries equip students with information Literacy skills with orientation lecture.**
- 2. To support & guide in research work.**
- 3. Reference service & help in self study.**
- 4. Modern Academic Libraries are not just quiet places to read. They offer a variety of learningspacelike group study room digital links for e-learning.**
- 5. To increase the reading material.**

6. Use of leisure period of time.
7. To make arrangement of extension services.
8. Library Consortium
9. ICT based services
10. Traditional services: issue return of books ,document delivery services, referral services.

Functions of school library:

- It provides suitable documents and information helpful in educational programmes and extracurricular activities of the school.
- It makes available text books and other additional reading material for all subjects as per the requirement of teachers and students.
- It procures latest teaching learning material in the form of books, CD, audio-visuals etc.
- It keeps reference books, dictionaries, year books, maps etc.
- It also keeps some books on easy self learning like how to use computer, to develop the learning skills of students.
- It provides books of simple and meaningful stories of classics, animals and birds to give moral values and ethics to children.
- It procures children magazines like Nandan, Chompak etc.
- It also procures bulletins, journals etc. On different subjects and various aspects of education to keep the teachers and school management updated in their respective areas.

Functions of college library:

- In order to help in all educational and institutional programmes of the college it develops its collection by acquiring different documents like textbooks, reference books.
- It also procures a good amount of more advanced books other than text books on different subjects to develop habit of deep and advanced studies among college students
- To prepare the students for different professions and occupations and to develop their skills it procures self learning material.
- It procures newspapers, weekly and monthly magazines books etc.
- It subscribes useful journals, research bulletins on different subjects as per the recommendations of faculty for research work and to keep the teachers abreast with the latest in their disciplines.
- If a document is not available in the library it procures it on inter library loan on demand of its users.
- It provides light reading material like fiction, magazines, travel book guides, etc. To give healthy leisure time to its users.
- It procures general reference books such as dictionaries, encyclopedias, year book.
- It provides orientation training to its new users to use the library and disseminate information time to time regarding new library services and latest books.

Functions of university library:

- Conservation of knowledge
- Teaching

- Research
- Publications
- Extension and services
- Interpretation
- By procuring comprehensive range of different documents including books, manuscripts, journal etc.
- By processing the procured documents with the help of classification, cataloguing, proper shelf arrangements it gives easy and open access to knowledge to its users.
- It gives the user orientation training to new enrolled users to make them feel at home and to acquaint them with the library system so that they could make maximum use of library services.
- With the help of display of new arrivals, old book exhibitions, information bulletins about new library services etc.
- It provides reference service through reference section to establish a contact between the right reader and the right document in personal way to attract more users.
- It provides facility of inter library loan to its users if document desired by users is not available in the library.
- It also provides entertainment and healthy leisure to users by providing different newspapers, magazines.

1.1 Role of UGC and other bodies for Academic Library development

The university grant commission (UGC) and other bodies play a crucial role in shaping the development of academic libraries in India. Here's a breakdown of their contributions:

University Grant Commission (UGC):

- Financial assistance: The UGC provides financial grants to universities and colleges for various library-related aspects. This includes funds for purchasing books, journals, upgrading infrastructure (buildings, furniture, equipment), and even supporting staff development.
- Policy and standards: The UGC formulates policies and sets standards for academic libraries. This ensures a baseline level of quality and service across institutions. One example is the appointment of the Dr. S.R. Ranganathan committee in 1957, which played a pivotal role in establishing library development initiatives.
- Committees and programmes: The UGC has established various committees dedicated to library development. These committees identify areas for improvement, recommend best practices, and oversee the implementation of various library-related programs.

Other Bodies:

- Professional Associations:- Library associations, like the India library association (ILA), promote professional development for

librarians and advocate for the importance of libraries. They also establish guidelines and best practices for library operations.

- **Government Agencies:-** Besides the UGC, other government bodies like the National Institute of Educational planning and Administration (NIEPA) and State Councils of Educational Research and Training (SCERTs) might contribute to library development initiatives, focusing on aspects like training or resource sharing.

Overall Impact:

The combined efforts UGC and other bodies contribute significantly to academic library development in several ways:

- **Improved Infrastructure and Collections:** Financial grants help libraries acquire essential resources, maintain facilities, and adopt new technologies.
- **Enhanced services:** Development initiatives encourage libraries to expand their service offerings and cater to the evolving needs of students and researchers.
- **Skilled workforce:** Training programs ensure a qualified library workforce that can effectively manage resources and assist users.

These factors collectively create a more supportive learning environment within academic institutions.

Short Questions

- Q1. Define Academic Library.
- Q2. Write the types of Academic Library.
- Q3. Write the full form of UGC.
- Q4. . Write the Objective of Academic Library.

Long Questions

- Q5. Explain the Functions of Academic Library.
- Q6. . Explain the types of Academic Library.
- Q7. Describe the role of Academic Library in higher education.
- Q8. Describe the role of UGC & Other bodies for Academic library development.

UNIT – II

Collection Developments

2.1 Selection, Acquisition of library documents

The reading material is acquired in a library through purchase& gift .

Sources of Book Selection

1. Book selection tools (A list of such tools is given in Appendix 2-I).
2. Catalogues of publishers and booksellers.
3. Bibliographies.
4. Suggestions of the readers.
5. Book exhibitions and book fair. (in india every two years , a world book fair is held. Librarians should visit the fair for selecting good books.)

Book Selection Tools

A comprehensive list of book selection tools is given at Appendix 2-I, the following tolls, however, are used regularly.

Indian tools

1. India national bibliography
2. Indian books in print
3. Catalogues of publishers.

Steps involved for book acquisition

1. opinion about the new books selection from the various sources should be sought from officers/readers/teachers and users according to their subject of specialization.
2. The list of books suggested and selected is prepared and sent to the Book-Selection committee/library committee library authority along with relevant recommendations for final approval.
3. Performa are prepared, giving all possible bibliographical information for the books finally selected.

Acquisition

The reading material is acquired in a library through purchase, gift and exchange.

Purchase of books

Calling quotations for purchase of books

Books Received on Approval

Books are also purchased directly from the books received on approval. Books received on approval are placed before the 'books selection committee' or the 'library committee.'

Placing order may be sent to respective booksellers from whom the books were received, for sending the pre- receipted bills in triplicate for necessary payment.

Payment of bills

When the bills are received, the library should enter their particulars in the bill register and verify the titles of the books with the letters sent to the suppliers. The library will also check the price of each book mentioned in the bill with the price printed on it. If it is not printed then it may be checked in other reference tools. However,it is the sole responsibility of the

bookseller to satisfy the library about the cost of the book either by showing the invoice from where they have received the book or by showing the catalogue received from the distributor or publisher. The total in the bill, exchange rate charged for the books priced in foreign currency, may also be checked, before passing the bills.

The bills should bear the following certificate by the booksellers on them:

Certified that books supplied are not remainder stock and are latest editions. Further certified that price charged are correct and those fixed by the publishers.

The bills, not found in order, may be returned to the supplier with necessary instruction for correcting them. Affix the following rubber stamp on each copy of the bill:

The books have been received in good condition

And have been entered in the accession register

The accession numbers are indicated against each

Item. Certified that no previous payment has been

Made in respect of this bill. The bill is in order and

may be passed for payment of

Rs _____ (Rupees _____)

The bills after they have been endorsed properly and signed by the librarian are sent to the cash/ accounts section after making entries in the “Bills Forwarding Register” for making necessary payment to the suppliers.

A close watch on the expenditure for purchase of books has to be kept so that it does not exceed the allotted budget.

JOURNALS & PERIODICALS

All subscriptions shall be recorded at the conversion rate as approved by the good offices committee.

The subscription agent will charge publishers' current subscription rate and postage as indicated in publishers catalogues. Wherever concessional rates are available, the agent will charge accordingly.

The conversion rate charged in proforma invoice in advance payment by the agent.

The subscriber shall pay in advance full amount of subscription in Indian currency at the rate of conversion fixed by the GOC prevailing on the date of invoicing.

Steps for acquisition of periodicals

1. Selection Process:- Selection of periodicals according to types of library and needs of users nature 4 scope of library .(Financial resources).
2. Ordering process:- By subscription By sending
(Membership) (Annual charges)

Through gift receiving of periodicals letter for non receipt issue
(Reminder letter)

3. Registration of periodical:- (I) Register system
(II) C Kadex system
(III) In computer.

2.2 Role of library committee in Collection development

The library committee performs only policy formation functions for the library.

1. Arranging & acquisition of new books/reading material on specific topics.
2. Formation of policy related to the collection of books, purchase & inter library loan.
3. Writing off or withdrawal of damaged books for library records.
4. Book collection policy:- The committee determines the type of books that must be collected in a library.
5. Advisory service:- To give advice to the library authority or librarian for the better services of library and satisfaction of its readers.
6. The library comm. Perform the function of appointing subcommittees such as book selection committee & finance subcommittee.
7. To guide, assist the librarian all related activities of library.

2.3 Write off and weeding out policy

In a library context, writing off a book refers to the process of permanently removing it from the collection. This essentially means the library acknowledges the book is no longer a part of their office holdings.

There are several reasons a book might be written off:

- Damage: if a book is too damaged beyond repair, it may be written off.
- Loss: If a book is lost and not returned after a reasonable timeframe, it becomes a candidate for write –off.
- Outdated information: In some cases, libraries may weed out books with significantly outdated information, especially in fields where knowledge evolves rapidly. (Though a single copy might be kept for historical purposes.

Libraries typically have a weeding policy that outlines the criteria for removing materials from the collection, including write-offs. This process often involves a committee to review the materials and ensure they follow the established guidelines, writing off a book doesn't necessarily mean it's destroyed. Libraries may donate, sell, or recycle written –off books depending on their condition and policy.

LOSS OF BOOKS :-

If it is found from the list of missing books that the loss is more than the loss permissible under the rule i.e. three volumes per one thousand volumes issued/consulted in a year, the justification may be recorded and put up to the authorities for writing off the loss. The sanction order of writing off the loss is issued. The specimen of the sanction order is given at Appendix 8-I as per Government of India practice.

WEEDING :-

The process of withdrawing documents from the shelves for transferring them to storage or discarding them permanently is defined as weeding. It is an important activity for the following reasons:

1. To allow space for new material
2. To ensure easier access to collection

RESISTANCE TO WEEDING:-

Despite its distinct advantages there continues to be resistance to weeding for various reasons:

1. Weeding cuts into the size of a library collection which is considered to be its status symbol.
2. According of low priority to weeding because of other more pressing duties at hand.
3. Cost of weeding is a factor.
4. Weeding is not easier to perform.

CRITERIA FOR WEEDING:-

The basic criteria for weeding are many.

- 1) **Physical Condition**:- Mutilated , brittle, pest-infested document may better be removed.
- 2) **Duplication**:- Availability of multiple copies of document, or availability of documents held elsewhere in a library provides scope for reducing the number of such documents on the shelves.
- 3) **Older Outdated Editions** :- Currency of information material helps to improve circulation. Older editions replaced by new editions may be discarded and which decision may not have any adverse impact on information access.
- 4) **Poor Content**:- The quality of contents in a document may be judged against better texts available on the subject. Quality of the author, publisher, sponsor is also a factor in determining the quality of its content. Documents poor in content may be discarded.
- 5) **Use** :- Items not in circulation, or being consulted provide clues to documents not in use. The age of the material is an important determinant of its use. Older journals are less used than the current ones. Items not in use or are not of potential use may be discarded.
- 6) **Language**:- Items published in a language not in common use may be discarded.
- 7) **Suitability of the subject**:- Documents on a subject not relevant to the objectives and the programmers of the institute/department are also suitable for discarding.

RELEGATION :- Using the above criteria items for weeding may be first identified. Leave a note inside these items for users to react or else withdraw them form circulation and relegate them to secondary storage. Wait for a year. If there are no adverse reactions dispose them of.

PROCESS OF WEEDING :- The weeding of books is also an important activity in a library. The library staff should locate the unwanted material form the shelves frequently so that the shelves do not remain loaded with such unwanted material.

A list of books to b weeded out is prepared and put up to the competent authority for approval for weeding. Necessary sanction order for weeding of books is issued (Appendix 8-II).

A stamp with following wording should be affixed on the title page and secret page of the books to be weeded:

WEEDED

Library_____

Signature of Librarian _____

Date _____

The librarian should sing at both the places in the books. All relevant cards from the catalogue and the shelf list are withdrawn.

A list of weeded books may be circulated to various local libraries, if they may be interested in getting them free of cost. The unwanted or damaged/mutilated material may be disposed of as waste paper by the usual process.

Short Questions

- Q1. Define Library Committee.
- Q2. Write the meaning of write off.
- Q3. Write the types of Library documents.
- Q4. Write the name of Books Selection Tools.

Long Questions

- Q5. Explain the Procedure of acquisition of Books & periodical in a college library.
- Q6. Explain the role of Library Committee in collections development.
- Q7. Describe the write off & weeding out policy for books.

UNIT – III

Information services

3.1 Traditional Services

1. Issue – return of books.
2. Reference service:- Long range reference service, short range reference service.
3. Reservation of books.
4. Library-orientation.
5. Over-night issue.
6. Renewal of books.
7. Reading room for users.
8. SDI:- Selective dissemination of information.
9. CAS:- Current awareness service.

10. Inter library loan.
11. Indexing services.
12. Abstracting services.
13. Photocopy services.
14. Translation services.
15. Referral services.

3.2

ICT enabled services

Libraries have undergone a massive transformation in recent years, thanks to information and Communication Technology (ICT). ICT has enabled libraries to offer a wider range of services , improve efficiency ,and reach a wider audience. Here are ten ICT-enabled services offered by modern libraries.

- 1) Online Public Access Catalog (OPAC):** This is a computerized library catalog that allows users to search for library materials by title, author, subject, keyword or other criteria. OPACs have revolutionized library access, allowing users to search for materials from anywhere with an internet connection.
- 2) E-books and audiobooks :** Libraries offer a vast collection of ebooks and audiobooks that can be download and accessed on various devices .This allows users to borrow and enjoy library materials without physically visiting the library.
- 3) Digital databases:** Libraries subscribe to a wide range of digital databases that provide access to scholarly journals , articles ,ebooks and other resources . These databases are invaluable for research and can be accessed from the library or remotely.
- 4) Interlibrary loan:** This services allows users to borrow materials from other libraries that their home library doesn't own.ICT has streamlined interlibrary loan processes , making it easier for users to access materials from across the globe.
- 5) Online library portals :** Many libraries have developed user-friendly portals that provide access to a variety of services and resources, including OPACs, databases ,eBooks, audio books ,and online tutorials.
- 6) Virtual reference services :** Libraries offer virtual reference service that allows users to chat with a librarian online or submit questions via email or web form. This service is convenient for users who cannot visit the library in person.
- 7) Assistive technologies :** Libraries offer a variety of assistive technologies to help users with disabilities access library materials and services .These technologies include screen readers , text-to –speech software ,and magnification devices.
- 8) Makerspaces :** Some libraries have created makerspaces , which are workshop equipped with tools and technologies that allow users to create and invent. Makerspaces can be used for a variety of purpose ,such as 3D printing , electronics, woodworking ,and sewing.
- 9) Online learning resources :** Many libraries offer online learning resources, such as tutorials ,webinars, and MOOCs (Massive Open Online Courses).These resources can help users learn new skills, prepare for exams, or pursue continuing education.
- 10)Social media :** Libraries are increasingly using social media to connect with users,

promote library services and resources ,and share news and information.

3.3 Documents Delivery services, Library Bulletin and Newspaper Clipping Services

- **Document Delivery Services:-**

Document delivery service is one of the types of information service which is provided by the libraries to the users. A researcher would like to go through the complete texts of some of the selected references of the documents. On going through these documents, researcher may also come across several other references. Now the primary responsibility of the library is to provide to researcher with the texts of the original documents. This is called document delivery service. Through this either the original document or its copies are delivered to the users on demand from the collection of the library or from other sources such as inter library loan and photo-copying services. The document delivery service basically depends on the needs of the users and the delivery from the library and information centre. This service begins when the end products such as list of references with or without abstracts, of other services become available. In this way we can say that document delivery service is the provision of documents by a library from its own resources or from some other sources. The document may be original one or a copy thereof.

Thus document delivery service can be defined as a provision of supplying documents by a library or information centre from its own or outside resources. This is usually done through inter library loan for books. For the articles of a journal a photocopy is usually supplied in this service. This service can be organised at local as well as national levels. A significant work in this service was set up by British Library Lending Division (BLLD) in UK.

- **Library Bulletin:-**

A library bulletin, also sometimes called a library bulletin board, is a physical display area within a library that serves as a communication channel between the library staff and its patrons.

Here's a breakdown of its definition and purpose:

- **Definition:** A designated space, typically a corkboard or similar surface mounted on a wall, used to showcase information for library users.
- **Purpose:**

- Disseminate library information: libraries use the bulletin board to announce new acquisitions (books, movies, etc.), upcoming events and programs, changes in library hours or services, and other relevant library news.
- Promote library resources: Bulletins can highlight specific resources or collections the library offers, encouraging patrons to explore them.
- Community outreach: Libraries may also use the bulletin board to share information about community events, programs, or resources relevant to their patrons' interests.

While libraries are increasingly using digital channels for communication (websites, social media), the bulletin board remains a valuable tool for reaching patrons who might not be active online or prefer a physical display.

- **Newspaper Clipping:**

Newspaper are a current awareness media and are the valuable sources of information for the users. Therefore each of the newspapers is scanned and any items of interesting news are clipped in newspaper clipping file. i.e. cut out from the newspaper and pasted on a sheet of a paper. This is called newspaper clipping today, newspaper are in also available in digital form, so searching online news sources and delivering them electronically.

- **Benefits of newspaper clipping services:-**

- 1.) Targeted /specific information.
- 2.) Comprehensive search: This includes regional newspapers.
- 3.) Improved research: due to primary source of information it is valuable for research work.
- 4.) It is very easy to make newspaper clipping file according to date & topic or source, for a particular topic, newspaper clippings services can be a valuable tool for managing & retrieval of information.

Short Questions

Q1. Define Library Bulletin.

Q2.

Long Questions

Q1. Write the Traditional services of a college library.

Q2. Write the ITC based service of a University library.

Q3. Define Information Literacy and write its need & purpose.

Q4. Describe Orientation programme with its importance.

Q5. Describe Newspaper Clipping services in brief.

Q6. Write a short note on Document Delivery Service.

UNIT – IV

Library Cooperation

4.1 Resource Sharing and Network and Consortia : INFLIBNET, DIGITAL

4.2 N-LIST

Describe N-List in brief

N-List stand for National Library and information services Intra structure for scholarly content, N-List is a national List of authorized periodicals for Indian universities used by libraries for select of periodicals for their collection. It is an Indian programme that provides access to a large collection of e-books and e-journals to students, researchers and faculty.

1. Offers access to millions of e-resources
2. Targets specific colleges. (government & Non-aided)
3. Focuses on arts ,science & Humanities subjects
4. Initiative by the Indian government

4.3 LIBRARY CONSORTIUM

A Library consortium is a group of libraries that collaborate to share resources and services. This collaboration can take many form, but it most often involves sharing access to electronic resources ,such as databases, journals, and ebooks'. Consortia can also collaborate on other initiatives, such as interlibrary loan, staff development, and advocacy.

Here are 7 benefits of library consortia:

- 1) **Increased access to resources** : One of the most significant benefits of library consortia is that they allow libraries to provide their patrons with access to a much wider range of resources than they could afford on their own. By pooling their resources, libraries can negotiate better deals with vendors for electronic resources. This means that even small libraries can afford to provide their patrons with access to the latest scholarly journals and databases.
- 2) **Cost savings**: Consortia can help libraries save money in a number of ways .As mentioned above; consortia can negotiate better deals with vendors for electronic resources. In addition, consortia can share the costs of other services, such as cataloging and interlibrary loan.

- 3) **Improved resource sharing:** Consortia can make it easier for libraries to share resources with each other. This can be helpful for libraries that have limited collections or that serve patrons with specialized research needs.
- 4) **Professional development:** Consortia can provide opportunities for librarians to learn from each other and to develop their professional skills. Consortia can offer workshop, conferences, and other training opportunities for librarians.
- 5) **Advocacy :** Consortia can give libraries a stronger voice on issues that affect them. For example, Consortia can lobby for changes to copyright law or for increases funding for libraries.
- 6) **Standardization :** Consortia can help to standardize library practices and procedures. This can make it easier for libraries to share resources and services with each other.
- 7) **Innovation:** Consortia can be a breeding ground for innovation. By working together, libraries can develop new and innovative ways to deliver library services.

Short Questions

- Q1. Write the name resources of library .
- Q2. Define Library Network.
- Q3. Write the full form of INFLIBNET.

Long Questions

- Q4. Define Resource Sharing write its need.
- Q5. Explain the Area of Resource Sharing.
- Q6. . Explain the Digital Library Consortium.

UNIT – V

Financial Management

5.1 Library Finance, Sources of Finance and various expenditure heads

Library Finance :

Libraries are not revenue earning institutions. Most of them are service components of academic and other institutional bodies. Hence they have a special obligation to manage their finances with great care and judiciousness. The public library service is generally free because it is supported by public funds,, either through special grants from the government or through a library cess. The importance of the provision of a continuous flow of adequate finance to libraries cannot be exaggerated. A few principles, however, are required to be kept in view, as finance is also an instrument of control and evaluation. No study of an important public activity like library services can be complete and fruitful unless it also covers financial aspects. A basic knowledge of library finance, library expenditure, budgeting and accounting is, therefore, very important for any librarian or student of library science.

Finance management:

Financial management is not just managing cash or providing funds. It is the study of the principles and practices involved in the financial operations of an institutions, industry or

state. The finance function is the task of providing funds needed for the enterprise i.e., provision of funds and their effective utilization. It deals with the problems and procedures of acquiring, distributing and effectively utilizing funds, balancing of revenue and expenditure and accounting of the entire transactions for better control and evaluation. In other words, important phases or components of financial management are:

1. Financial planning
2. Forecasting of receipts and disbursements
3. Realization of funds and revenues
4. Allocation of funds
5. Utilization of funds
6. Financial accounting
7. Financial control
8. Financial auditing

Sources of Finance and various expenditure heads

.1 Academic Libraries

- a) **University libraries:** University libraries receive their funds, in varying degrees from two sources. They get financial support from the universities out of their own Ends and as special grants from both the University Grants Commission and the state governments. The UGC grants are mainly plan grants, whereas the state government grants are mainly non-plan grants. However, government grants are not given to the libraries directly. Library Finance and Budget Usually the government gives grants to the university and then the university allots to the library the necessary share out of be same. Grants from the University Grants Commission are mainly of three types - recurring, non-recurring, and ad hoc. 10 Few university libraries charges a fee from their student members for the use of the library. A charge or fee for library use is not made without protest from users. These days there is a growing feeling that the university should provide library services free of charge, just as it provides lecture rooms, laboratories, and other facilities free.
- b) **College libraries:** A question often asked is “How much does it cost each year to run a good library?” The amount will vary from college to college, depending on the nature of the curriculum, the quantity and quality of service expected, and the quality of the present collection. The total student strength in a college is another criterion to be taken into consideration while allotting funds for the library. The problems of financing the library of an established institution are very different from those of a new college. The needs of the former are confined to acquiring materials to remedy weaknesses and to keep the collection up-to-date; the latter must provide for a complete basic collection.
- c) **School libraries:** Promoting a good library service in schools depends very much on finance. In the case of middle schools, lower fee rates for library services can be fixed as there will be less expensive books needed for students of lower classes. At present there are no fixed norms for the provision of finances to school libraries in India. The library fund of a school should preferably comprise a fee collected from pupils, and equal contribution from the management, a matching contribution from the government or local body, other gift or special grants that may at any time be received specifically for the library and donations from the public.

Library Expenditure heads

1 Importance of Library Expenditure

Just as you spend money on your books and studies, so do libraries spend money on books and periodicals, readers' services, references and bibliographical services, documentation and information services, etc. The objective behind all these is the supply of the right document to the right reader at the right time. The library expenditure is generally undertaken to satisfy the

intellectual requirements of the readers and provide those documents which the readers in their individual capacity cannot and do not want to purchase. Besides, no individual can purchase all the literature which comes out of the printing presses of different countries, on different subjects, in various languages, and in diverse forms. The only agency which can acquire, process and make available all this literature to readers is the library. All this means spending money and more money.

.2 Nature of Library Expenditure

a) There are three major characteristics in the nature of library expenditure.

Library is a spending institution: Libraries, unlike many government departments, are not revenue-fetching agencies. They are spending institutions, and they participate in nation-building activities. The money spent by the library is a long-term investment in human capital.

(b) Library is a growing organism: The library trinity of documents, readers and staff always grows. It implies that the requirements of the library will always go on increasing day by day. All this means more expenditure.

(c) Library expenditure is recurring: Libraries are not only spending and growing institutions, they are also permanent bodies. In an era of educational advancement, library services will have to maintain a continuous rhythm to cope with the academic requirements of the clientele. This means that library expenditure is recurring in nature.

3 Principles of Library Expenditure

(a) Principle of maximum aggregate benefit: The library exists for the service of different types of readers. Therefore as a librarian, you should be neutral, and should see that no particular individual is specially benefited by your expenditure policy. You should plan your library expenditure in such a manner that the majority of readers derive maximum benefit of library use.

(b) Principle of advance planning: Library expenditure should be planned in advance and a proper estimate should be made for different items so that adequate and balanced revenue may be allotted to different heads. Orders should be placed in advance so that the needed materials are acquired in time. The librarian should avoid last minute purchases.

(c) Principle of equitable allocation: Library funds should be equitably allocated for spending on different types of reading material covering various subject areas. For example, books on science and technology are costlier than language books. Costly reference books become out of date faster in some subject areas than others. However, in special libraries their principle may be applicable as most document has to be spent in reference and periodical literature. Normally, 70% of the publication grant is allowed for periodicals. All such factors are to be taken into consideration while spending money for library use.

(d) Principle of economy: It means that you should not spend more than the necessary amount on any item, and the expenditure should not exceed your sanctioned grant. Duplication should be avoided, because the extra amount thus saved could be better spent on purchasing new alternative titles covering additional subject areas.

Classification of Library Expenditure: Generally speaking, money spent on buildings, costly equipment and furniture is shown against capital expenditure, and other items which occur almost throughout the year like books and periodicals, stationery and postage, binding and contingency, salaries and wages, Library Finance etc. are shown against current expenditure. However, you can classify library expenditure according to different heads, viz. 15 (a) salaries and wages, (b) binding, (c) stationery, (d) postage, (e) contingency, (f) books and periodicals, (g) furniture, (h) building, (i) equipment, and 0) publications.

5.2 Budget: Definition and Types

Library Budget:

The library budget refers to the financial plan and allocation of funds that a library institution sets aside for its operations, resources, services, and programs. It is a comprehensive financial framework that outlines how much money the library expects to receive, spend, and invest within a specific period, typically annually. The library budget encompasses various categories, such as personnel costs (staff salaries and benefits), collections development (acquisition of books, e-books, journals, multimedia materials, etc.), technology infrastructure (computers, software, internet connectivity), facility maintenance, program expenses, outreach initiatives, and other essential expenditures. A library budget is a critical tool for library administrators and staff to effectively manage and prioritize resources to meet the needs and demands of its users while staying within financial constraints. It requires careful planning, analysis, and decision-making to ensure that funds are optimally distributed to support the library's mission and objectives and promote equitable access to information and learning opportunities for the community it serves.

Importance of Library Budget

The importance of library budgeting are multi-faceted and revolve around effectively managing financial resources to support the library's mission and provide valuable services to its users.

- **Predicting Future Services and Costs:** Library budgeting aims to forecast its future services, associated costs, and other expenditures required to achieve its desired goals. This allows the library to plan for its resource needs in advance.
- **Anticipating Financial Condition and Future Funding Needs:** By projecting the library's future financial condition and fund requirements, budgeting helps ensure that the library remains active and updated, even as demands and expenses may change over time.
- **Coordinating Efforts Across Departments:** The budgeting process facilitates coordination among different departments and units within the library, ensuring that their efforts align with common objectives and overall mission.
- **Enhancing Operational Efficiency:** Effective budgeting enhances the efficiency of various library divisions and departments by optimizing financial resources and identifying areas for improvement.
- **Fixing Departmental Responsibilities:** Budgeting involves assigning specific financial responsibilities to different departmental heads, promoting accountability and clear roles within the library's organizational structure.
- **Ensuring Effective Fund Control:** Budgeting allows for effective control over the library's funds, ensuring that financial resources are utilized judiciously and aligned with the library's priorities and strategies.

Types of Library Budget

1 Line Item or Incremental or Historical or Object-of Expenditure Type Budgeting

Probably the most common type of budget is the one that divides items of expenditure, line-by-line, into broad categories such as books and journals, salaries and allowances, equipment, supplies, capital expenditure, contingencies, etc. with further sub-divisions for each of these broad categories. This is the usual traditional method, which by taking into account past expenditure on each item, prepares the current budget, hence it is also called historical budgeting. The budget is prepared with a small increase of say 5 or 10 per cent for each major item of expenditure of the previous year's allocation, assuming that all current programmes

are as good and necessary and hence termed as incremental budgeting. The other name for line item budgeting is Object-of-Expenditure Type Budgeting.

2. Formula budgeting: Based on financial norms and standards (to be discussed in the next section) this method tries to relate some inputs like users served, academic programmes supported and ratio of book stock to total funds of parent body. The formulae are used for financial estimation as well as budget justification. This appears to be a broad and quick method and hence saves lot of time. But it does not account for finer variations in respect of each library and its customers and services.

.3 Programme Budgeting: This method propounded originally in Hoover Commission Report (1949) has three steps. They are: (i) statement of agency (i.e., library) objectives (ii) full consideration of alternative ways and (iii) logical selection of the best based on effectiveness and efficiency. Extended from line-item method, this method tries to answer the questions 'what purpose the money is being spent?' and 'how resources have to be deployed for each programmers and more suitable for a contracting economy. Accordingly, financial plan is presented as programmer and subprogram's built upon work units or workloads. Work units are assumed to be measurable and the work unit costs are building blocks of the programme budget.

.4 Performance Budgeting: This budgeting method is similar to programme budgeting but the emphasis shifts from programmes to performance. The expenditure is based on the performance of activities and the stress is laid upon operational efficiency. This method requires careful accumulation of quantitative data on all the activities over a period of time. Management techniques such as cost-benefit analysis are used to measure the performance and establish norms. For example, data on the number of books acquired, classified and catalogued, actual man-hours for doing the entire processing work, etc. are collected to determine manpower and materials to perform the tasks.

.5 Planning Programming Budgeting System (PPBS): This method of budgeting was first proposed by USDOD (United States Department of Defence) (1961). Two key elements of PPBS are budgeting and systems analysis. As an extension of programme budgeting, PPBS involves systems analysis, OR (Operation Research) and other cost-effectiveness processes to provide a more systematic and comprehensive comparison of costs and benefits of alternative approaches to a policy goal or programme objective. This establishes a rational basis to enable decision maker to choose between alternative programmes.

.6 Zero-Based Budgeting (ZBB): The method, developed by Peter Phyrre during early 1970s, requires thorough knowledge of the organisation, lot of time, effort and training. Having much in common with PPBS and opposite to historical budgeting, it emphasises current activities and the necessity to justify each part of the programme every year. It assumes a budget of 'zero' for each programme until one convinces the appropriating authority that the programme is worthwhile and deserving support at a specified level. It does not allow for incremental growth in budget.

5.3 Guidelines for preparation of Budget

1. Item-based or linear or increment based budget - It is generally the most the traditional method in which the current budget is prepared based on the past expenditure on each item. ...

2. Formula Budgeting - In this method, a formula based on financial norms and norms are accepted. ...

3. Program Budgeting - This method is a detailed method of item-based linear method. ...

- **1. Item-based or linear or increment based budget** - It is generally the most the traditional method in which the current budget is prepared based on the past

expenditure on each item. Hence, it is also called a historical budget. In this, the budget is prepared by increasing the allocation of each item of expenditure by 5 or 10 percent each year.

- Assuming that all present is necessary and important. This budget item is divided into broad categories.
- The advantage of this method of budgeting is that it is relatively easy to prepare, present, and understand.
-
- **2. Formula Budgeting** - In this method, a formula based on financial norms and norms are accepted. This appears to be a detailed and dynamic method. Hence saves a lot of time. But it is not responsible for minor variations in each library and its consumers and services.
- **3. Program Budgeting** - This method is a detailed method of item-based linear method. For what purpose is this money being spent? And how to plan money for each program?
- Answers questions This method has three stages, originally formulated in the Hoover Commission Report (1949). this is
 - A. Person's purpose statement
 - B. Thorough consideration of alternative methods and
 - C. Best logical selection based on effectiveness and efficiency.
-
- This budgetary law is concerned with focusing the funds for the activities of the library and the programs and services to be provided under the library scheme.
-
- **4. Performance Budgeting** - This budget is similar to the budget method program etc. but in it, the importance is shifted from program to execution.
- The expenditure is based on the performance of the activities. Management techniques such as cost-benefit-value analysis are used to measure performance and establish criteria.
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- **5. Planning Program Budgeting System (P.P.B.S: Planning Programming Budgeting System)** - This method of the **library budget** formulation was first proposed in 1961 by USDOD. Two basic elements of PPBS are budget formation and system analysis.
-
- Which is an extension of the program budget that incorporates system analysis and other cost-effective processes to provide PPBS alternative approaches to benefits that establish a rational basis for choosing an alternative program?
-
- This method combines the superiority of both the budgeting program and the budgeting execution. The focus of this method is on planning.
- There are large discrepancies in its practice and the lack of standards for the measurement of the program are difficulties in the implementation of PPBS. It also has other implementation-related problems.
-
- (1) to pay attention to how to do what to do instead
-
- (2) failing to provide an operating device
-
- (3) Lack of a device structure to evaluate the effect
-
- (4) To emphasize the continuous evaluation of existing programs, instead of focusing on increasing new programs.

-
- (5) Calculations for costs to be based on planning decisions.
-
- **6. ZBB (zero-base budgeting)** - This method, developed by Peter Phyrre in the early a decade of 1970, requires thorough knowledge of the institute, much time effort, and training.
-
- This method emphasizes the need to justify the current program and each part of each year's program, unlike PPBS, and unlike historical budget formulation.
- When an appropriate officer can assure that the program is appropriate and eligible for financial assistance.
- This method does not give what happened in the past but emphasizes on the current activities. In other words, each year has to justify renewed financial demand.

Short Questions

Q1. Write the name of any two source of income for a college library.

Q2. Write the full form of ZBB.

Long Questions

Q3. Define Budget Explain the Types & techniques of Budgeting.

Q4. Define Library Finance Describe the Sources of Finance for an academic Library.

Q5. Describes the Various expenditure heads.

Q6. Explain the guidelines for Preparation of Budget.