UNIT 1: LIBRARY

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1.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Define a library;
- Define and describe different types of libraries;
- Know about the collection and services of a particular type of library.

1.2 INTRODUCTION

Libraries are congenial homes of ideas to be enjoyed, valued and used regularly by all. Libraries almost invariably contain long passageway

to rows of books. It has materials arranged in a specified order according to a library classification scheme, so that items can be located quickly and collections can be browsed efficiently. Some libraries have additional galleries beyond the public ones, where reference materials are stored. These reference stacks may be open to selected members. Others require patrons to submit a “stack request”, which is a request for an assistant to retrieve the material from the closed stacks. In today’s context, most of the libraries provide open access to its entire collection.

Technical services work behind the scene. It includes selection, acquisition, cataloguing and classification of new arrivals and weeding out of obsolete and unused materials. Collection development orders materials and maintains materials budgets. Larger libraries are often broken down into departments staffed by both para-professionals and professional librarians. Circulation handles user accounts and the loaning / returning and shelving of materials. Reference staff in the reference desk provide answer to user questions (using structured reference interviews), instruct users and develop library programming. Reference may be further broken down by user groups or materials such as youth, teen, or special collections.

Since the advancement in technology made it possible to store information and media in the form other than books, many libraries now act as repositories and access points for a variety of microfilm, microfiche, audio tapes, video tapes, CDs, and DVDs, and provide public facilities to access CD-ROM and subscription databases over the Internet. Thus, modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources.

1.3 LIBRARY

The previous concept about a library (“library” from the Latin word liber=Book) was that “it is a store house and books were meant for preservation”. The librarian was supposed to be a custodian who did not encourage the use of books. So libraries tended to be passive and archival

institutions. The modern concept of library is a collection of information resources and services, organized for use and maintained by a library authority or government. The collection and services are used by people.

ALA glossary of Library and Information Science has defined library as “a collection of materials organized to provide physical, bibliographical 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.”

According to Dr. S. R. Ranganathan, the father of library science in India, “a library is a public institution or establishment charged with the care of collection of books, the duty of making them accessible to those who require the use of them and the task of converting every person in its neighborhood into a habitual library goers and reader of books.”

The word “Library Collection” is synonymous with holdings. It is the total accumulation of books and other materials owned by a library, organized and cataloged for ease of access by its users. Encyclopaedia of Library and Information Science describes library collection as “the sum total of library material – books, manuscripts, serial, government documents, pamphlets, catalogues, report, recording, microfilms reels, micro cards and microfiche, punched cards, computer tapes etc. that make up the holding of a particular type of library.”

Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. They are understood as extending beyond the four walls of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of knowledge with a variety of digital tools.

1.4 TYPES OF LIBRARIES

No single library can contain the information sought by every potential user; as a result, different types of libraries exist to serve different needs. Libraries can be divided into categories by the following methods.

1.4.1 Based on Mission

The following are the main types of libraries based upon their mission.

a) National Library: The mission is to preserve the cultural heritage of a Nation. Eg. The National Library of India, Kolkata.

b) Public Library: A free informational and recreational institution. Its mission is to provide all reading material to all people without any fee.

c) Academic Library: The libraries that are attached with educational institutions are known as academic library. Its mission is to help the students, researchers, faculties in their study or research. The primary mission is to support the educational and research need of the parent institution. Academic libraries may be of the following types

i) University Library

ii) College Library

iii) School Library

d) Special Library: Libraries attached to special institution i.e. industrial firm, insurance company, All India Radio, Dordarshan Kendra, etc belong to this category. Their aim is to support the parent organization.

e) Personal / Private Library: A library owned by an individual or family or a a library with reading materials collected, maintained and intended to be used by a single person or a family.

f) Archives: An organized collection of the noncurrent records of an institution, government, organization, or corporate body, or the personal papers of an individual or family, preserved in a repository for their historical value.

1.4.2 Based on Technology

A shift from the traditional library to digital library has already taken place. The traditional closed access libraries are shifting

towards open access library. The open access libraries are shifting towards automated library, the automated one towards the electronics, the electronics to digital and finally end in virtual library. Is it really true? The truth is that nobody knows what will be the future of libraries. Still, based on the technology used in processing of information as well as in providing services to the user community, the libraries of present times can be grouped into the following types

a) Library (Traditional): The collection of the traditional libraries is mostly print material, manuscripts etc and the collections are not well organized and the documents are deteriorating at a rapid rate. The information sources are also hard to locate and so does not easily reach to user. Again, the traditional libraries confined themselves within a physical boundary.

b) Automated Library: A library with machine-readable catalogues, computerized acquisition, circulation and OPAC are called as automated library. The holding of this type of libraries is same as that of traditional libraries.

c) Electronic Library: When an automated library goes for LAN (Local Area Networking) and CD-ROM networking then it is known as electronic library. The resources of the electronic libraries are in both print and electronic forms, but resources are not available over the web. The electronic Medias are used for storage retrieval and delivery of information.

d) Digital Library: The Digital Library (DL) is a later stage of electronic library. When an electronic library started procuring E- journal and other similar kind of publications and access is over the web, then it is termed as digital library. In digital library, high speed optical fibres are used for LAN and the access is over WAN and it provides a wide range of internet based services i.e. audio and video conferencing etc. The majority of the holding of a digital library is in the computer readable form. They have their own computer readable database and act as a point of access to other on line sources. A DL, like a traditional library, is

also a collection of books and reference materials along with its associated services. But, unlike a traditional library, however, the collection of a digital library is in digital form, and is usually served over the World Wide Web.

e) **Virtual Library:** Virtual Library refers to the scientifically managed collection of information resources and services onsite as well as off site that are available in a virtual reality environment and accessible electronically through the internet at any time from any geographical location.

f) **Hybrid Library**: The libraries, which are working both in electronic or digital and print environment, are known as hybrid library. Actually it is a transitional state between the print and digital environment. It is estimated that in near future libraries will be of hybrid nature, some of the very strong points in favour of this view are the centuries old reading habit of paper, more convenience of handling and reading a paper document than the digitized one (in case of digitized, some equipment must be needed to read the document), incompatible standard of electronic product, different display standard of digital product and its associated problem etc.

Though, in the above, an attempt is made to categorize the different types of libraries based on the technology used but in reality there is no strict line of demarcation between the last four types of libraries.

1.4.3 UNESCO's Division

An overall classification of all types of libraries has been made by UNESCO in "Recommendations concerning the international standardization of library statistics" adopted by the General Conference at its 16th session (Paris, November 13, 1970).

a) National libraries

b) Libraries of institutions of higher education

i) University library
ii) Libraries attached to university / institute or department.
iii) Libraries which are not part of a university.

c) Other major non specialized libraries
d) School libraries (Size of collection only printed materials and manuscripts).
   i) Up to 2,000 volumes.
   ii) From 2,001 to 5,000 volumes.
   iii) More than 5,000 volumes.
e) Special libraries open to the public.
f) Special libraries, reserved for their primary user.
g) Public (or popular) libraries financed by the public authorities, size of collection (Only printed material and manuscripts).
   i) Up to 2,000 volumes.
   ii) From 2,001 to 5,000 volumes.
   iii) From 5,001 to 10,000 volumes.
   iv) More than 10,000 volumes.

Based on the entity i.e institution, municipality, or corporate body that supports or perpetuates the library, library can be divided into Academic libraries, Corporate libraries, Government libraries, such as national libraries, Historical society libraries, Private libraries, Public libraries, School libraries, Special libraries, etc. Again, based on the collection of the library material, library can be divided into Digital libraries, Data libraries, Picture (photograph) libraries, Slide libraries, Tool libraries etc.

Libraries can also be grouped based on the thought contents of procuring document as Architecture libraries, Fine arts libraries, Law libraries, Medical libraries, Theological libraries, etc. It can also be grouped based on the user or patron of the library as Prison library, Library for blind, Public library, Military community's library, Children library (actually children library has grown as an offshoot of the public library functioning as a part of it. In some cases it has grown independently), Private library, etc.

1.5 NATIONAL LIBRARY

The governments of most major countries support national libraries. The national library has a national responsibility. It stands as the apex institution for library services in a country and is funded by National government. Three noteworthy examples are the U.S. Library of Congress (located in Washington, D.C.), Canada Library and Archives and the British Library. The countries which wish to preserve their particular culture, have established a national library, with the provision of legal deposit. In addition to having a law requiring the publishers to deposit books, those countries with legal deposits usually have many other incentives for a proper and speedy deposit, such as a tie-in with laws affecting copyright of the same documents, and/or a cataloguing- in- publication service.

a) Definition: A national library is a library specifically established by the government of a nation to serve as the preeminent repository of information for that country. According to UNESCO's definition "National library of a country is the one responsible for collecting and conserving that country's book production for the benefit of future generation."

According to the ALA glossary of library and information science, a national library is "a library designated as such by the appropriate national body and funded by the national government. Its functions may include the comprehensive collection of the publication output of the nation (frequently as a copyright depository library), the compilation and maintenance of a national bibliography, the comprehensive collection and organization of publications on an international scale for the scholarly community, the production of the bibliographic tools, the coordination of a library network, the provision of library services to the national government or some of its agencies, and other responsibilities delineated by the national government". It has a comprehensive collection of the published output of a nation to serve the nation as a whole. Unlike public libraries, National Library rarely allows citizens to borrow books. Often, it includes numerous rare, valuable, or significant works.

b) Objectives: According to International Federation of Library Associations and Institutions (IFLA), IFLA National Libraries Section, "national libraries often serve as a national forum for international programmes and projects. They may have a close relationship with national governments, may be concerned with the development of national information policies, and may act as a conduct for the views of other sectors of the profession. Occasionally, they also serve the information needs of the legislature directly". Some of the objectives of national libraries are

i) To acquire and conserve the whole of the national production via legal deposit (i.e., copyright) of the national imprint (both print and electronic);

ii) The provision of central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centres [(i.e., Inter Library Loan (ILL)];

iii) The preservation and promotion of the national cultural heritage; acquisition of at least a representative collection of foreign publications;

iv) To undertake the production of current national bibliographies and also of retrospective national bibliographies;

v) To assemble material for a central register of manuscript collections and to keep it up to date;

vi) To set up a national plan for the acquisition of foreign materials in countries where no such plan exists;

vii) The promotion of national cultural policy; and leadership in national literacy campaigns.

c) Collections: National library is usually notable for its size, compared to that of other libraries. It is compressive in the extreme but it also concentrates on current, working collection. Its thrust is immediate use. National libraries are however still trying to collect all significant materials produced in the respective country as well as important documents published outside the country.

d) Services: Library services available throughout the world vary so much in detail from country to country that it is impossible to present any thing but the most general picture of their activities. International organization for Standardization has recognized the following functions of a national library.

i) Responsible for acquiring and conserving copies of all significant publications published in the country, built up by legal deposit or under other arrangement;

ii) Hold and keep up to date a large and representative collection of foreign literature including books about the country;

iii) Produce a national bibliography;

iv) Publish a retrospective national bibliography;

v) Act as a national bibliographical information centre;

vi) Compile a union catalogue.

To the above basic functions, the following additional functions are identified.

vii) Provide interlibrary lending and for this purpose develop central loan / photocopy collection of both national and foreign literature;

viii) Developing and maintaining bibliographic data bases relevant to the country;

ix) Act as a national repository for the receipt, storage, preservation and supply by loan or photocopy of items withdrawn from other libraries;

x) To conserve the national intellectual and cultural heritage for the benefit of the future generations;

xi) Act as exchange centre, national and international.

The national library is the central agent receiving information and inquiries and initiating library services for the common good. The national library should be the prime mover in library maters and should be expected to be the leading library in all fields. It should act as the hub of nation's research and reference and referral centre.

1.6 PUBLIC LIBRARY OR PUBLIC LENDING LIBRARY

These libraries provide service to the general public and make at least some of their books available for borrowing, so that readers may use them at home over a period of days or weeks. Typically these libraries issue library cards to community members wishing to borrow books. Many public libraries also serve as community organizations that provide free services and events to the public, such as babysitting classes and story time. The public library system has rural library at its base to provide services to the rural population.

a) Definition: A library that is open to the general public and that provides general library services without charge to all residents of a given community, district, or region and is supported wholly or in part by public funds is the public library. It may be operated by civil servants. Public libraries are often funded (mostly) by taxes. Besides maintaining material collections, they usually plays community role. Considering all these facts the public library is called the people's university. Each individual in this university begins at his own level and progresses at his own speed. Today, by public library, we mean a library with the following chief attributes-

i) Open to all without any distinction of caste, creed or sex;

ii) Free of any charge either in the form of security deposit or membership fee;

iii) Financed from public funds received by way of library rates and government grants;

iv) Supported by library legislation.

Benjamin Franklin not only looked upon the public library as an educational institution and used it as one, but went further to define it as an institution for the diffusion of knowledge to the end that people could control their own destinies and becomes better citizens.

According to Ranganathan, the public library is established out of the public fund; it serves the general public of its locality; and it is essentially a service library.

The UNESCO Manifesto clearly states that "the public library should be established under the clear mandate of law, so framed as to ensure nation-wide provision of public library service". In short, a public library is a free library for the public, by the people and of the public. According to the UNESCO Public Library Manifesto 1994 (Revised), "the public library acts as a living force for education, culture and information and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women".

b) Objectives: The UNESCO Public Library Manifesto first issued in 1949 and revised in 1972 by the International Federation of Library Associations and Institutions on the occasion of International Book Year is a broad charter of public library goals. The purposes and objectives of the public library are described in relation to *three* basic concerns-

- The needs of people who use the libraries;
- The need to ensure that the library is located in suitable site; and
- The need to provide for effective means of operating it and developing its services.

c) Collections: Public library should try to procure books on most of the main subject areas. In promoting the culture of the community the public libraries should include works of disinterested pursuit of truth, beauty or goodness, even though it is always mixed up with other motivations such as search for social importance (knowledge is power), or for status and acceptance, or for comfort of a dream world, for the individual self-realisation. Its contents should be a living demonstration of the evolution of knowledge and culture, constantly reviewed, kept up-to-date and attractively presented. It should also include works on literature, art, philosophy, history, biography and topology. In facilitating non-formal education or self-education, public library should provide educational materials which include introductions or standard works on a subject. Most users of the public library read for recreation at one time or another and the provision of this kind of reading is essential. Public libraries not only collect books and periodicals but also procure other graphic, holistic

and acoustic material such as books and journals, maps and charts, microfilm and the like all designed for use. Today, public libraries have a wide array of other media including CDs, software, video tapes, and DVDs, as well as facilities to access the Internet.

d) Services: The public library is planned so as to become the hub of social life, a real community centre around which the daily life and habits of the people are geared. The main function of public libraries is to serve the public's information needs generally. The public library must offer adults and children the opportunity to keep in touch with their times, to educate them-selves continuously and keep abreast of progress in the sciences and arts. It should also help people to form their own opinions, and develop their creative and critical capacities and powers of appreciation. For illiterates or neo-literates it needs to organize the audio-visual or mass media communication.

Public libraries are typically lending libraries, circulating book and other materials to the users; they also have non-circulating reference collections. It typically focuses on popular materials such as popular fiction and videos, as well as educational and nonfiction materials of interest to the general public; in the larger cities, they are to some extent reference libraries as well. Public libraries also provide materials for children, including books, videos and other materials (both fiction and nonfiction), often housed in a special section. Public libraries may also provide services for other particular groups, such as large print or Braille materials, young / adult literature and other materials for teenagers, or materials in other than the national language.

Librarians at most public libraries provide reference and research help to the general public, usually at a reference desk. Depending on the size of the library, there may be more than one desk; at some smaller libraries all transactions may occur at one desk, while large urban public libraries may employ subject-specialist librarians to sit at multiple reference or information desks to answer queries about particular topics. Often the children's section in a public library has its own reference desk.

Public libraries may also provide other services, such as community meeting rooms, children's story time or after-school programme, and space for homework help programmes or other community services. In some countries it pays authors when their books are borrowed from libraries. These are known as Public Lending Right programmes.

1.7 ACADEMIC LIBRARY

Libraries in the educational institutions are concerned with the teaching and learning process experienced by specific communities.

a) Definition: A library which is an integral part of a college, university, or other post-secondary educational institution (higher education), administered to meet the needs of its students, faculty, and staff for scholarly information and research services is the academic library. Large college or university libraries often have separate libraries within individual academic departments or schools which have a collection devoted to their subject or discipline such as chemistry, mathematics etc.

i) *College Library:* The college library meets the legitimate needs and demand of all their users from senior teachers engaged in research to fresh students just entering. The library server the reading, reference and research needs of the members of the college community.

ii) *University Library:* According to Donald Davinson library is the "soul" of a university, the sun around which all teaching revolves. The Radhakrishnan Commission in its report hailed the library as the very "heart of a university", the "workshop of the scholar" and "the laboratory of the learned".

b) Objectives: The general objectives of the academic libraries are

i) To serve the curricular, cultural and general education requirement of the academic community;

ii) To provide reference material at appropriate levels;

iii) To provide study areas of users;

iv) To provide a lending service appropriate to different types of users;

v) To provide an active information service.

These libraries are located on the campuses of colleges and universities and serve primarily the students and faculty of that institution and other academic institutions. Some academic libraries are also accessible to the general public in whole or in part, although borrowing privileges are often limited for users affiliated with the college or university only.

i) College Library: The college library aims to help young students in proper understanding of various disciplines, in preparing them for advanced studies, and for shouldering the higher responsibilities in future life. It also helps the students in getting acquainted with the library practices such as consulting catalogues, bibliographies, indexes, locating books, and other materials, etc.

ii) University Library: Its primary aim is to support the instructional and research programmes of the university and conservation of knowledge and ideas, teaching, research, publication, extension service and interpretation. The objective is to ultimately help produce leaders in the community in different fields of human activity- the inventors, discoverers and pioneers.

c) Collections: The collections of academic libraries reflect the courses offered and research undertaken within the institution. In recent times most of the academic libraries tend to use new computers, telecommunications equipment for access to the Internet, and online databases, E-Journal etc. Also as in the age of information explosion no college or university library can procure all published documents therefore the academic libraries can form a network on cooperative basis that would enable them to share the scarce and little-used materials required for advanced research.

i) College Library: The college libraries build up a balanced collection consisting of a wide variety of learning and teaching materials to satisfy varied curricular and extra-curricular activities of both students and teachers. The collections are selected and developed

on the basis of educational philosophy and objectives of the institution, size and nature of the student body, size of the faculty and their needs for research materials. The collection includes text books and recommended books, books of advanced nature for teacher, a wide range of reference books, travelogues, biographies, learned periodicals.

ii) University Library: The collection of the university library includes materials to meet the needs of post-graduate students as well as resources of sufficient breadth and depth to support serious scholarship in all areas. The collection, in fact, embraces a wide variety of subjects for learning, teaching, research and publishing. It provides a general collection, rare materials, newspapers and periodicals, government publications, special materials such as theses, dissertations, archives, clipping, visual and audio-visual materials, digital objects, and so on.

d) Services: The academic library plays a central role in the academic work of students and faculty at colleges and universities and is often considered the most important resource of the institution of higher education. As students and faculty at colleges and universities may wish to conduct research within any conceivable academic discipline, the collections of academic libraries usually reflect a vast range of interests and formats. It has both a comprehensive collection to support formal or class room teaching as well as bears a representative collection of different research activities. Some of the universities maintain the largest libraries in the world.

Because of the complexity, range, and diversity of formats and information in academic libraries, they frequently offer orientation, library tour programs to introduce incoming students and faculty to the institution's library services. These programs are designed to teach new users the effective ways to make use of a variety of reference tools and library search mechanisms. Even in some parts of the United States, college accreditation agencies require institutions to offer library-sponsored courses on information retrieval and evaluation.

i) *College Library:* The basic function of the college library is to assist its parent institution to carry out its programmes. It must serve the needs and requirements of teachers and students towards reading, study and research. Its educative function includes- providing materials to the college community, making materials easily accessible, arranging orientation programmes in the use of the library, providing bibliographical information to the faculty, arranging inter-library loan, and similar others.

ii) *University Library:* The university libraries provide ready access to materials and facilities such as translation, typing, photocopying. In an effort to provide more efficient service the university library often participates in co-operative undertaking in networking, consortia, interlibrary lending, co-operative and centralized cataloguing and compilation of bibliographies. By accumulating and organizing materials, the library serves as an invaluable aid in the conservation of knowledge and as an active force in teaching, research and extension programme of the university. It also provides a variety of library documentation and information services necessary for the success of the formal programmes of instruction. It also participates in the interpretative function of the university through assistance to the faculty and research staff.

1.8 SCHOOL LIBRARY

The school library is a part and parcel of a school set up. It exists to serve the objectives of its parent institution. The school library awakens and fosters reading habits among children and young students and enlightens their imaginative minds.

a) Definition: School libraries serve elementary schools, middle schools, high schools and higher secondary schools.

b) Objectives: The primary school library aims to create a love for books, generates interest in reading them and slowly develops the habit of reading. The secondary and higher secondary school libraries maintain

their identity fulfilling all the requirements of the young students for learning and the teachers for teaching. The main function of a school library is to support various educational programs and to develop students' skills in locating and using information to perform their class work. Teachers use school libraries to access information needed to develop and support their classroom instruction.

c) Collections: School libraries usually maintain collections in a variety of media. In addition to books, magazines, and newspapers they also contain photographs, films, sound and video recordings, computers, CD-ROMs, games, maps etc. As such, they are sometimes also called library media centers. Most school libraries further enhance their collections by becoming members of school library networks; this allows them to share resources with libraries in other schools.

i) Elementary School Libraries: The elementary school libraries should build up a good stock of books and other learning and teaching materials. Collections should include picture books, biographies of great men and women, books of travel and humor, folk tales, stories of animals and birds, reference books for children, children's magazines, audio-visual aids like motion films, video-cassettes, models, charts, photographs and toys.

These libraries generally feature children's illustrated storybooks, colouring books, and audio visual materials. Some elementary school libraries feature computers with children's educational software.

ii) Middle School and Junior High School Libraries: It should develop an excellent stock of text books, general books on popular science, biographies, travel books, books on sports and games, fiction, short stories, conventional reference books such as dictionaries, encyclopedias, year books, directories, etc., periodicals, audio-visual material and so on.

iii) High School Libraries: Libraries at the high school level (typically Class 8 to 12) have larger and more advanced collections than the lower grade libraries.

d) Services: The service rendered by different types of libraries is as follows-

i) Elementary School Libraries: Elementary school libraries play a central role in early childhood education by offering the young children some of their earliest encounters with books and other resources. The librarian helps the students to cultivate the habit of using library, not only with reference to their reading for course requirements but also for reading for pleasure, general knowledge and recreation.

ii) Middle School and Junior High School Libraries: Libraries at the middle school or junior high school level (typically Class six and seven) concentrate on maintaining students' interest in gaining information and developing ideas. To adequately support classroom assignments, middle school and junior high school libraries usually offer larger and more varied collections than those at the elementary level. They also often supplement these collections with computer databases and more sophisticated bibliographic tools. Most school libraries also contain reference materials such as encyclopaedias as well as fiction and nonfiction books. They also give proper orientation to search through the school library's catalogue, find a book on the shelves, and check out the book from the circulation desk. A growing number of schools at this stage encourage students to come to the library throughout the day to complete the class assignments, to read for pleasure, and to meet and work with their peers. This flexible scheduling allows schools to integrate library resources into daily classroom instruction. It helps the parent organization in the achievement of the educational programmes by providing materials to supplement and enrich the subjects taught in the class-room. It suggests readings, supplies materials, and stimulates interests.

iii) High School Libraries: These libraries are of larger type to accommodate at least 15-25 percent of the entire student body at any given time. The best-equipped high school libraries feature reference collection, computer labs, the reading room, well equipped

seminar or conference hall etc. Most high school libraries also include separate areas devoted to college or vocational preparation. These areas typically contain information on individual colleges, examples of college applications, vocational aptitude tests, and other materials designed to provide guidance for graduating high school students.

1.9 SPECIAL LIBRARY

The libraries that are run by private businesses and public organizations, including hospitals, museums, research laboratories, law firms, and many government departments and agencies, fall into this category. Branches of a large academic or research libraries dealing with particular subjects are also usually called “special libraries”: they are generally associated with one or more academic departments.

a) Definition: The special library is concerned with the literature of a particular subject or group of subjects. According to R. Astall, “special libraries serve a specialist clientele, located within a single establishment or group, and all engaged in working towards one common purpose”. The Association of Special Libraries and Information Bureau (ASLIB) defined special library as “a department/ faculty responsible for the acquisition, indexing, and distribution (dissemination) of recorded knowledge directly concerned with the work of a specialized organization or a special group of users”.

In simple, a special library exists as a service unit within an organization having non-library objectives. Special libraries may be designated in different ways such as scientific library, technical library, etc. It may also be designated by subject as agriculture library, medical library, etc in relation to its parent institution as research organization, government agency and similar others.

b) Objectives: The objectives of the special library in general are determined by those of the parent organizations which established it. Mainly it is “putting knowledge to work” and it exists to serve its parent organization. Therefore the aim of a special library is to further the interests of its parent body by means of the following

i) Provides information service, which enable the members of the organization to keep track of the significant developments in their field of interest;

ii) The librarian searches literature exhaustively and brings it to the notice of the organization;

iii) Provides information pin pointedly, exhaustively and promptly, thereby saving time of the users;

iv) Provides inspiration and stimulation to users by means of balanced collections and fine services.

c) Collections: Collections of the special libraries are developed to support their information services, both current and retrospective. It contains collections of unique materials to support the needs of advanced and highly specialized scholarship including internally generated information and information available from sources outsider the parent organization. These collections may include rare manuscripts, pamphlets and books, scientific documents, important printings of literary works, regional histories, original musical scores, journals, technical and research reports, translations, dissertations, patents, abstracts, directories, or other distinctive scholarly resources.

d) Services: As the collection of special libraries may contain many rare and valuable materials, their use is typically confined to the library buildings. It also may or may not be accessible to some identified part of the general public. Special libraries also often publish scholarly materials in their collections, sponsored lectures, colloquia, and arrange exhibitions of their most important holdings. Information service is an integral part of the special libraries. The nature and extent of information services offered by the individual special libraries varies according to the need of its primary users and according to its own resources in staff and collections. At the minimal level of information service it disseminates information and materials; answers reference questions, directs users to appropriate sources, and deals with such simple current awareness services as periodical routing. At the intermediate level, it

offers literature searches, prepares bibliographies, selects and transmits research materials and provides current awareness services such as acquisition bulletins. At the maximums level it offers evaluative and comprehensive literature searches and more complex current awareness services such as Selective Dissemination of Information (SDI) services.

Many institutions make a distinction between circulating libraries (where materials are expected and intended to be loaned to patrons, institutions, or other libraries) and collecting libraries (where the materials are selected on a basis of their nature or subject matter). Many modern libraries are a mixture of both, as they contain a general collection for circulation, and a reference collection which is often more specialized, as well as restricted to the library premises. In addition to providing materials, libraries also provide the services of librarians who are experts at finding and organizing information and at interpreting information needs.

1.10 PERSONAL / PRIVATE LIBRARY



bibliophile : A Person who collects or loves books (booklover).

From early times people have been collecting books, manuscripts, etc for personal pride and satisfaction. A ***bibliophile*** gets a special pleasure out of book collecting. Quite often he collects books from the point of view of peculiarities in the physique of books.

a) Definition: A personal or private library is a library under the care of private ownership, as compared to that of a public institution, and it is usually established only for the use of a small number of people, or even a single person. It is owned and maintained by individuals for their exclusive use.

b) Objectives: The main objective of a personal library is to collect the reading material of personal interest or of the interest of other family members.

c) Collections: Private libraries in the hands of individuals have become more numerous with the introduction of paperback books.

d) Services: As with public libraries, some people use stamps, stickers, or embossing to show ownership of the items. The earliest libraries belonged to temples or administration bodies, resembled modern archives, and were usually restricted to nobility, aristocracy, scholars, or theologians. Some people donate or sell their private libraries to established institutions such as the Library of Congress, or, as is often the case, bequeath them thereto after death, through a will. Many rare-book collections collected by book lovers have been gifted to libraries or purchased by libraries. These have enabled many libraries to build up splendid collections.

1.11 ARCHIVES

a) Definition: The word “archive” is derived from the Greek “arkhç” meaning government or order (compare an-archy, mon-archy). The word originally developed from the Greek “arkheion” which refers to the home or dwelling of the Archon, in which important official state documents were filed and interpreted under the authority of the Archon. Since “archive”, as a noun or a verb, has acquired meanings related to computer science, Archivists tend to prefer the term “archives” (with an S) as the correct terminology to serve as both the singular and plural.

In general, archives consist of records which have been selected for permanent or long-term preservation on the ground of their enduring cultural, historical or evidentiary value. Archival records are normally unpublished and almost always unique, unlike books or magazines for which many identical copies exist. This means that archives (the places) are quite distinct from libraries with regard to their functions and organization, although archival collections can often be found within library buildings.

A person who works in archives is called an archivist. The study and practice of organizing, preserving, and providing access to information and materials in archives is called archival science.

b) Objectives: The main objectives of an archives are

i) Safe storage and preservation of the document in a climate control facility;

ii) Classification and Cataloguing of the document;

iii) Retrieval and safe handling of the document.

c) Collections: It contains records (primary source documents) which have accumulated over the course of an individual or organization's lifetime. The collection refers to all historical records (not just documents and manuscripts but videos, disks, and other tangible forms as well) held and preserved by an institution. Archival materials are not published; these are always famous documents, or even necessarily old.

The archives of an organization (such as a corporation or government) tend to contain records, such as administrative files, business records, memos, official correspondences and meeting minutes. The archives of an individual may include letters, papers, photographs, computer files, scrapbooks, financial records or diaries created or collected by the individual – regardless of media or format.

d) Services: Professor and author Bruce Dearstyne identified the *eight* roles of the archivist

- The role of an agent to the past and the future. This means that archivists must always bear in mind its historical significance and its importance to posterity.
- They must work in conjunction with related information fields. For example, many archivists work closely with librarians and records managers to determine the value of records and their place in the repository.
- They act as organizers. This requires the archivists to manage, coordinate, and allocate resources in a manner that allows an easy access and use by staff and patrons.
- Archivists should act as evaluators of program materials by continually assessing records.
- They should assert control and order. This includes systematic filing and storing of items.
- They ensure physical survival of records through security, storage, and disaster planning.

- Archivists foster access to valuable records and so they must also encourage patrons and researchers to make use of their collections. They can do this through various promotional campaigns (articles or exhibits).
- Archivists act as public relations coordinators for their repository. This means that they attempt to reach out to the community via conferences and presentations that demonstrate the importance and richness of their resources.

Copyright Library : A copyright library is a library that is instituted by certain legislative that acts in a country. India has enacted copyright acts with certain stipulation such as the publishers must compulsorily deposit a few copies of a book in the National Library, Kolkata, which is authorized to be a copyright library.

Circulating Library : The establishment of circulating libraries by booksellers and publishers provided a means of gaining profit and of creating social centres 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 played an important role in society, members of the middle and upper classes often used to look 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.

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 commercial venture, it was important to consider the contributing factors such as other goods or services available to the subscribers.



CHECK YOUR PROGRESS

A) Match the Following

a) Archives	a) The father of library science in India.
b) National library	b) Historical material.
c) Public Library	c) National library.
d) Library of Congress	d) National bibliography.
e) Dr. S. R. Ranganathan	e) Free of charge

B) Find out True and False Sentences

a) University library comes under public library.

b) National Library of India located at Delhi.

c) Hybrid library only deals with digital document.

d) Personal library is owned and maintained by individuals for their exclusive use.

e) The UNESCO Public Library Manifesto first issued in 1949.

.....

C) Fill in the Blanks

a) The UNESCO Public Library Manifesto first issued in 1949 and revised in .....

b) Library of Congress is a .....library.



1.12 LET US SUM UP

Libraries are by far the oldest institutions charged with the responsibility of collecting, storing and disseminating of information. In a more traditional sense a library was defined as “a place where books were kept for reading study or reference”. It is a collection of books or other written or printed materials, as well as the facility in which they are housed to serve the reader within an institution that is responsible for their maintenance.

But a modern library with a few exceptions is regarded as a service institution. Its aim is to enable the users to make the most effective use of the resources and services of libraries. A modern library is a public institution which is expected to convert the potential reader into actual reader.

In ancient days libraries gathered huge collection of manuscripts and preserved them most efficiently for the posterity. Modern libraries may contain a wide range of materials, including manuscripts and pamphlets, posters, photographs, motion pictures, and videotapes, sound recordings, and computer databases in various forms.

Libraries are the carriers of information from one generation to the next generation. Most of the new technology based information businesses are still largely dependent on the library for their survival. The information broker, consultants, referral centre etc still largely depend on the library for their survival. In these days of Information Technology (IT) libraries continue to serve millions of grateful users in new and improved ways and it is hoped that in near future also it will be the only affordable source of information. More recently, libraries are understood as extending beyond the physical walls of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amount of knowledge with a variety of digital tools.

National libraries are responsible for acquiring and conserving copies of all significant publications published in the country and functioning as a "deposit" library, either by law or under other arrangements. It also produces a national bibliography, holds and keeps up to date a large and representative collection of foreign literature including books about the country, acts as a national bibliographical information centre, compiles union catalogues, and publishes the retrospective national bibliography.

Public library serves the population of a community or region free of charge or for a nominal fee. An academic library serves an institution of higher learning and is located on the campuses of colleges and universities for the benefit of the students and faculty of that organization. A school library or a school library media center is a library within a school where students, staff, and often, parents have access to a variety of resources.

Libraries had often been started with a donation, an endowment or parishes, churches, schools or towns, and these social and institutional libraries formed the base of many academic and public library collections of today.

Special library is established, supported and administered by a business firm, private corporation, association, government agency, or other special-interest group or agency to meet the information needs of its members or staff in pursuing the goals of the organization.

An archives is a place for storing earlier and often historical, material. It usually contains documents (letters, records, newspapers, etc.) or other types of media kept for historical interest. The inactive records of an individual, organization, or institution are kept in archives for their continuing value. Private or personal libraries are mostly made up of non-fiction and fiction books.



1.13 FURTHER READINGS

1) Chakrabarti, Bhubaneswar (1993).*Library and information society*. Calcutta: World press.

2) Krishan Kumar (1987). *Library organization*. New Delhi: Madhuban Education Books.



1.14.ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

a) Archives	b) Historical material.
b) National library	d) National bibliography.
c) Public Library	e) Free of charge.
d) Library of Congress	c) National library.
e) Dr. S. R. Ranganathan	a) The father of library science in India.

B) Find out True and False Sentences

a) False b) False c) False d) True e) True

C) Fill in the Blanks

a) 1972. b) National.



1.15 PROBABLE QUESTIONS

A) Short Answers Type Questions

a) Define a library.

b) Define national library.

c) What is called a public library?

d) Define a special library.

e) What is a circulating library?

B) Essay Type Questions

a) What is called a library? What are the different types of libraries?

b) Describe the function of different types of libraries.

c) What are the different types of libraries based on technologies? Describe all of them.

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