UNIT 1: SECTIONS OF THE LIBRARY (1)

UNIT STRUCTURE

1.1 Learning Objectives

1.2 Introduction

1.3 Administrative Section

1.4 Budgeting and Finance Section

- 1.4.1 Finance
- 1.4.2 Budgeting

1.5 Book Selection Section

- 1.5.1 Book Selection Theories
- 1.5.2 Identification of Material for Selection
- 1.5.3 Verification of Bibliographic Details
- 1.5.4 Selection of Documents
- 1.5.5 Mode of Collection Development
- 1.5.6 Selection of Vendor
- 1.5.7 Book Order

1.6 Let Us Sum Up

1.7 Further Reading

1.8 Answers to Check Your Progress

1.9 Probable Questions

1.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Discuss the administrative job in a library;
- Explain the budgeting and sources of finance in the library;
- Describe the function of the book selection process.

1.2 INTRODUCTION

The sections or parts of the library depend on how big the library is and what its resources and collections are. Sometimes, they are also based on the type of library i.e. whether it is a school library or a public library or a college or university library.

In this unit we will discuss the different sections of the library that comprise an integral library system. The main focus in this unit will be on the function and activities of administrative section, budgeting and finance section and book selection section of the library.

1.3 ADMINISTRATIVE SECTION

The administrative section of a library is the nerve centre to the entire administrative system of the library. It aims to assist the establishment activities of the library. It is staffed with skilled and partially-skilled personnel for handling the task of management and finance, which involves the tasks such as building cleanliness, building maintenance, lift maintenance, central air conditioning maintenance, vehicle maintenance, staff safety, staff leave and staff matters, payment processing, revenue collection, etc. This section also ascertains that all circulars, rules and regulations are upheld and keeps and maintains the records pertaining to various budgetary provisions of the library like salary, expenditure and other matters pertaining to physical stock and infrastructure of the library. More long-term issues include the planning of the construction of new libraries or extensions to the existing ones.

1.4 FINANCE AND BUDGETING SECTION

The word “Finance” means obtain or provide money for some programme or activity and budget is a list of all planned expenses and revenues.

1.4.1 Finance

The word “finance” is used to express any statement of monetary accounts or comparison of income with expenditure. Broadly speaking, finance is concerned with obtaining funds and making the optimal use of these funds. It is the life blood of any institution or firm and is essential for its effective functioning.

Finance plays a very important and significant role in the organization and management of the libraries. Libraries are not profit making institutions; they are spending institutions. Once a library has been established then funds would be required on a recurring basis to maintain it in proper order and shape. It heavily depends on the continuous supply of funds for organizing their activities, programmes and services. In addition, libraries are growing organizations, larger a library grows; the more money it might require for its maintenance it. So, for continuous supply of funds there should be some assured sources of income for each and every library.

a) Sources of Fund for the Library: Different types of libraries receive funds from different sources, though some of them are common to all types of libraries.

i) Funds from Parent Organization: The university libraries get financial support from their respective universities out of their own funds; college libraries get financial support from the college budget. Same is the case for school; which is fully financed by the school management. Libraries attached to other teaching institutions are also fully financed by the management of the concerned institution.

ii) Grants from UGC: UGC is the second major source of income to the college and university library. The UGC grants are mainly plan grant which are mainly of three types:

- Recurring grants;
- Non-recurring grants;
- Adhoc grants.

The recurring grants are given for the purpose of books and periodicals, maintenance of regular services and for anticipated contingency. The non recurring grants are given for specific equipment. The adhoc grant is given for specific purposes on the recommendation of the various visiting UGC groups.

iii) *Grants from Raja Rammohun Roy Library Foundation (RRRLF):* RRRLF is an autonomous organization under Dept of Culture, Govt of India and it provides book assistance (matching and non matching grants) and financial assistance to different kinds of libraries.

iv) *Library Legislation:* Library tax / rates form the basis of financial support for public libraries in the states having library legislation. Library rate is levied by a local authority but the tax is levied by state or central government.

v) *Central Government Grants:* The central universities are directly funded by the Central government (Ministry of Human Resource Development) through UGC.

vi) *State Government Grant:* The maintenance of state universities depends on the grants of the State government. The government grants are not directly given to the academic libraries. Government provides grants for parent organization and then the parent organization allots the necessary share to the library. The grants given by state government to the libraries of various universities are mainly non-plan grant.

In case of a school library in some cases the state government, municipal bodies, local bodies or other organizations give funds occasionally. The government schools get full assistance from the state government.

vii) *Fees and Caution Money:* Almost each academic library charges fee from the students who become their members for the use of the library whether it is a university library or school library. But, the amount of library fee is usually so meager that it cannot be considered a dependable source of finance. Many libraries receive caution money from the reader. It is refundable and is refunded when a reader surrenders his/her library membership. But its interest may become a source of income for the library.

viii) Fine and Penalties: The libraries can impose fine and penalties for the late return of books or against losses or misuse of books. But it is not enough to be considered as a source of finance because its main aim is to compel the users to return the borrowed books in time and not to damage it.

ix) Research Activities: When research projects are approved by the UGC, the government departments like DST, CSIR, Planning Commission, etc or other agencies like ICSSR, ICHR, ICPR, etc, a part of the research grant is kept for books and journals which, after the completion of the project, are to be deposited in the university or college library.

x) Endowment and Private Donation: Libraries sometimes receive gift both in cash and kind from various sources. Generally, people with charitable bent of mind and those who love learning and believe in imparting learning to their fellow-beings donate a good number of books from their own collection. But these endowments and private donations are not permanent sources of finance and the libraries cannot depend on them.

xi) Sale of Publication: The library helps a university in publications and some libraries may have their own publications. The sale proceeds of these publications go to the library. Some big libraries publish and sell catalogues, bibliographies, etc. and thereby raise their funds.

The income from all these publications should not be considered as a source of revenue since these publications should be made available to the user on no profit no loss basis so that the readers may be made interested in using the library resources.

xii) Income from Service: Libraries generally provide reprographic, translation, services and do charge subsidized rates for such works. These also form a source of income for the libraries.

xiii) Other Sources: Libraries can also generate their funds by sale of waste papers, money received from rent of the seminar hall

of the library, etc. All these also form a small source of income for the library.

Library tax/rates form the basis of the financial support for public libraries in the states having library legislation. In college libraries, library fee and grants from the state and Central Government are the main sources. In a special library, money would come from the parent body. In case of the Central University libraries, UGC is the source. Gifts and endowment are not very common.

1.4.2 Budgeting

Budget is defined as "an estimated often itemized or expected income and expense or operating results for a given period in the future". Thus, a library budget is an estimate of the expected income and expenditure of the library for the coming year. As a budget is an estimate, it can be altered if and when the circumstances change. It needs to be flexible enough to meet the changing needs. In a budget, the diversion of funds should not be done for some unnecessary events or causes and it is actually not permitted.

a) Need and Purpose of Library Budget: Since a library is a non-profit organization, the financial responsibility on its part is much more important. The need and purpose of library budget can be looked at from the following points

i) Through budgeting a library is able to limit its expenditure to its income;

ii) A budget helps to spend the finance in a systematic way;

iii) Budgeting is the primary means by which formulated plans can be carried out;

iv) It serves as an effective management tool.

v) It gives overall direction to the library services;

vi) It coordinates all administrative functions by guaranteeing exchange of information on policies, program and finance;

vii) It is a most important control device to measure the programmes of a library and their effectiveness;

viii) It reflects the goals and objectives of the library.

b) Budgeting Method: The following methods are generally used in budgeting

i) Line Item: Here the expenditure is divided into broad categories such as salary and wages, books and periodicals, equipment, binding, stationary, miscellaneous, etc. However, this brings inflexibility, whereby money from one item cannot be shifted to another one easily.

ii) Lump Sum: In this approach a certain amount of money is allocated to the library, the libraries decide as to how that amount is going to be allocated to different categories.

iii) Formula Budget: Here predetermined standards are applied for the allocation of money. The formula is mechanical and easy to prepare.

iv) Performance Budget: It based on the expenditure for the performance of activities of a library. It gives justification for and description of services to be achieved by the proposed programme.

v) Programme Budgeting: It is concerned with activities of organization but individual items or expenditures are ignored.

vi) Per Capita Method: In this case a minimum amount per head of the population is fixed and financial estimates are prepared accordingly.

In case of university and college libraries, the UGC Library Committee way back in 1957 suggested for a provision of Rs. 16 per student and Rs. 200 per teacher. Kothari Commission in 1966 suggested for allocation of Rs. 25 per student and Rs. 300 per teacher.

vii) *Proportion Method:* In this method a certain proportion of the general budget of a parent organization / state is recommended for providing library services.

Dr. S. R. Ranganathan suggested that 6% of the education budget of a local /state / federal government, as the case may be, should be earmarked for public library purposes. UGC Parry Committee (UK) suggested that 6% of the total budget of a university may be provided to university library. Education Commission recommended that 6.5-10 percent of the total university budget should be spent for the university library.

viii) *Method of Details:* In this method all the items of expenditure of a library under various heads and subheads in detail are calculated. The expenditure should be estimated under non recurring expenditure and recurring expenditure. It is generally done by projecting current expenditure to the next year adding the increase of cost.

The UGC Library Committee (1957) staff formula can be used to determine the number of staff and their pay scale. The cost of books and other reading materials can be based on the number of students and teachers. 5% of the total cost of books is allocated to stacking, storing, and serving of books.

ix) *Planning Programming Budgeting System (PPBS):* PPBS is a technique which combines the best of programme budgeting and performance budgeting. In this method the emphasis is given on the planning of the total system, the different parts of the system and their expected level of performance. All these are considered for assigning the cost of the whole system.

x) *Zero Based Budget:* It was developed by Peter Phyor to achieve greater effective planning and fiscal control. The

term “zero based” is derived from the first step in the process- the development of a hierarchy of functions based on the assumption that the unit or agency is starting operation for the first time (i.e point zero). Thus, the focus of budgeting is on the purpose(s) of the unit and on the function which it should perform so that it meets the reason for its existence. Basically, it is not concerned with what happened previously but rather with what is required to be done in future.

c) Expenditure: While estimated expenditure is planned three factors are kept in mind

i) Comparison with past expenditure;

ii) Budgeting in accordance with the work programme and

iii) Using arbitrary stands and norms.

Depending upon the size of the library, the types of library expenditure headings vary. The general forms of expenditure which can be applied to all types of libraries are given below.

Sl. No.	*Item*	*Percentage of Total Budget*	
		Initial	*Recurring*
1)	Salaries a) Basic Salary b) DA c) PF	20%	65%
2)	Equipment and furniture	30%	5%
3)	Books a) Reference collection b) New books c) Others	15%	10%
4)	Periodicals a) Back volumes b) Annual subscription	20%	10%

5)	Binding and repairing of documents	2 ½%	2 ½%
6)	Microfilming and digitization	7 ½%	2 ½%
7)	AMC	-as needed-	-as needed-
8)	Contingency(stationary item, printing, Photostat, postage, telephone, electricity bills, etc)	2 ½%	2 ½%
9)	Miscellaneous (overtime allowances, insurance premium)	2 ½%	2 ½%
10)	Imprest Money (Sundry expenditure or the money which is kept for unforeseen events)		

In the above table, expenditure with regards to gift and exchange are excluded as they cannot be foreseen with any possible precision.

In case of a new library, the initial costs as well as the operating budget require some special consideration. But in case of an existing library only the operating budget items need to be considered. As the library does not usually have all its functions at the start, the total staff is not required at the initial state; consequently, the recurring expenditure on salary will be about three times of that obtaining at the beginning.

The cost of the library building and its maintenance usually form part of the budget of the organization as a whole and, therefore, this has been excluded from the library budget. If, however, the library has its separate existence, a sizable initial cost and a proportionate cost of maintaining will have to be provided in the budget. Any good architect will be able to give these estimates.

The expenditure in a special library is higher than that in a general library as it involves more amenities and the use of many costly machineries and gadgets.

d) Accounting and Reporting: Accurate records regarding the amount paid out, encumbered and unspent are maintained by the accounts section. To ensure proper utilization of grants, an Account Register should be maintained to watch the expenditure. A Ledger should be maintained with double entry system. Receipts and expenditure items should be entered regularly in the said ledger. In addition to this ledger, a Cash Book in which daily transactions are to be entered and a Budget Allotment Register, department wise and objective wise, should be maintained so as to know easily and with accuracy as to how much amount has been spent and how much remains in balance. Monthly reports should be prepared regarding this. The reporting should be done to the users, library staff and higher authorities. This may appear an annual report of newspaper article or radio talk or in some other form.

1.5 BOOK SELECTION SECTION

A library, however large it may be, cannot store all the materials and all the users of a library will not be interested in all the materials kept in it. All the materials will not be used by all the users in a library. So, here arises the need of selection of library materials.

a) Collection Development: The library collection development is the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources, and other media. It is sometimes considered as synonymous to “Collection building”, which means that there are already nuclei of collection in the library and the librarian is going to build up the collection. But collection development is a term different from collection building, since the word “development” implies qualitative improvement of the collection, whereas building a collection is likely to mean the

planned and systematic development of an already existing collection. It occasionally involves the selection and acquisition of materials, as said by Shipman. Harrod's Librarian Glossary (6th edition) defines "collection development" as "the process of planning a stock acquisition programme not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years, to meet the objective of the service".



Exponential Growth: Growth becoming faster and faster.

The proliferation of publications in various physical formats made the ***exponential growth*** of literature and all these materials are the record of intellectual endeavours on one hand and on the other hand these are the vehicle of communication for transmission of information and knowledge. Since the basic purpose of the library is to facilitate the process of communication so all the above materials should be collected to grow the library holding and to meet the ever increasing need and requirement of the users as far as possible. This continuous process of acquiring the reading material is known as **collection development**. Collection development is an expansion of book selection by enlarging the kinds of materials to which selection principles have been applied, making the collection a total holding at any particular point. It is also a process of maintaining a balanced, consistent and user responsive collection in the library.

The process of collection development includes selection of current as well as retrospective material, weeding out of obsolete, irrelevant, unused and not-to-be-used materials. Evaluation of existing holding should be made for the identification of adequacy and gaps. The gaps should be filled according to the user's need.

Paul Mosher explains collection development as "a process that should constitute a rational documented programme guided by written policies and protocols and should reflect in sense a contrast between library users and library staff as to what will be acquired, for whom and at what level".

Collections are developed by librarians and library staff by buying or otherwise acquiring materials over a period of time, based on the assessment of the information needs of the library's users. In addition to ongoing materials acquisition, library collection development includes:

i) The creation of policies to guide material selection.
ii) Replacement of worn or lost materials.
iii) Removal (weeding) of materials no longer needed in the collection.
iv) Planning for new collections or collection areas.
v) Cooperative decision-making with other libraries or within library consortia.

b) Collection Development and Book Selection: The librarian knows that collection development begins with book selection. Some assume that they are same and the terms are interchangeable; others assume that collection development is a broader term for the same old job, namely, acquisition, but actually collection development is very much different from the term "book selection" both conceptually and operationally.

The library collection and its development determine the nature and the characteristics of the library not only in the holding but in service pattern also. So the librarians should be acquainted with the user needs and requirements and the users should be requested to advise the librarian about their needs. In this way it is a two way job.

c) Objectives of Collection Development

i) A library should acquire and provide all the relevant reading materials to its clientele so that the basic function of the library are fulfilled from the vast amount of literature, which are also increasing day by day.
ii) A library should acquire all other books on the related topics;
iii) A library should contain all the reading materials pertaining to the history and culture of a particular country, city, place or institution as the case may be.

d) Need of Book Selection

i) The world of book is so large that a library, however large and resourceful, cannot procure all the materials published and available in the market;

ii) The library collection is meant for the user of a particular library so that library collection should commensurate with the need and requirement of the users;

iii) The physical limitation of storage naturally imposes the necessity for selection.

e) Factors that Influence Book Selection: Selection of the library materials is of prime importance in a library. The librarians with the concern of library staff and with the help of various user groups should perform the job of selection of the library material. In selection process the following factors should be considered.

i) The Library: The kind, objectives, size and goals of the library, specialization areas of the library;

ii) Users: Need and demand, requirement and intellectual level of the users, the number of users;

iii) Existing Holding: The number of books, its nature and characteristics which are already present in the collection; the merits of the books which are going to be selected;

iv) Fund: The amount allotted for acquisition of books/journals.

1.5.1 Book Selection Theories

There are some principles of selection of documents which guide the librarian in making a judicious choice of a document and thus help to develop a meaningful collection of documents in the libraries.

i) L. R. McColvin: Theory of Book Selection (1925): According to L. R. McColvin books in themselves are nothing. They have no meaning until they are made serviceable by demand. So he gives much stress on demand and gives stress on the selection of only those documents which are demanded by the users for their information needs.

ii) *Drury: Book Selection (1930):* It states to provide the right book to the right reader at the right time. In this principle the reader is the central theme. A document is right or otherwise is to be provided when the user needs it for use. The selector should know the users and their requirements. He should select only that material which caters to the informational educational and recreational needs of the users.

iii) *Haines: Living with book (2nd ed, 1950):* The first edition of ***Living with Books*** appeared in 1935. It was one of the first true textbooks aimed at training librarians in the art of book selection. Although Haines died in 1961, her legacy continues to be felt. Through the 1970s, *Living with Books* remained the standard text on book selection, and it is still referenced on many collection development course syllabi.

iv) *Ranganathan: Library book selection (1952, reprint 1990):* The first three laws of library science enunciated by Ranganathan are also helpful in formulating the principles of selection of the documents for libraries.

v) *Dewey's Principle:* According to Dewey, the library should select the best documents within the finance available, which may satisfy the information need of the maximum number of users.

Besides the above, we may mention Rovert Broadus' *Selecting Materials for Libraries*, 2nd ed. New York: H.W. Wilson Co, 1981 and *Building Library Collections*: 6th Ed. By: Arthur Curley, Dorothy M. Broderick, and Published: January 1985 as important books on book selection.

1.5.2 Identification of Material for Selection

Identification is locating and identifying potentially worthwhile items to be added to the collection(s) of a library. Identification aids for books are

i) *Bibliographies:* Bibliographies are a systematic list of books and other works such as journal articles.

ii) *Best Books Guides*: Best Books Guide covers the reviews of current works and important books from the past.

iii) *Publisher's Catalogues*: The systematic listing of the books published by a publishing company.

iv) *Reviews:* Scientific and technical periodicals, newspapers, trade journals, having book review columns are important sources of book selection. The critical and evaluative reviews by subject experts and specialists are the best means for evaluating books.

v) *Citation Analysis Tools*: The citation analysis tools compute various impact measures for scholars based on data from citation indices.

vi) *Online Databases*: An online database is a database accessible from a network, including from the Internet.

vii) Electronic Resources: the term "electronic resource" describes all of the information products that are provided through a computer network. This includes electronic books and journals, bibliographic databases, and library website pages. Eg. Amazon.com (http://www.amazon.com/), Google Books (http://books.google.com/), etc.

viii) Syllabus of Courses in the Parent Organization: In case of academic library, the demand and need can also be ascertained by consulting the syllabus of the courses offered by the parent organization.

ix) Library Statistics: Statistics relating to books circulated from, and consulted in, the library to know what types of books are heavily used.

x) Library Users' Recommendation: Suggestions from readers' indents from subject experts or departments.

xi) Library Staff: Suggestions from the library staff working in the service departments.

For each item selected from these tools, a book selection slip should be prepared. The book selection slip should be grouped on the basis of subject or some other criteria.

Book Selection Slip (7.5X12.5 cm)					
Book selection slip no:					
Author:					
Title:					
Edn:		Place:		Publisher:	
Yr.:		Price:		Copies:	
Material type:	Paper / CD / DVD / Online / Other				
Acc. No:					
Fund:					
Vendor:					
Order No.:				Date:	
Bill No.:				Date:	
Job Done	**Date**	**Initial**	**Reason (If any)**		
Selected:					
Verified:					
Rejected:					
Deferred:					
Approved:					
Accessioned:					

1.5.3 Verification of Bibliographic Details

After entering the essential description in the book selection card the description of the item should be verified by the library staff for its accuracy. If the book selection card was filled in by the library staff, then this process is only to examine where he/she correctly puts the details from the source document to the book selection card or not. In case the book was recommended by the user the library staff can verify the details by the following means

i) If any copy of the book is already available in the library, then the original copy can be consulted for verification

ii) By consulting Bibliographies, Best Books Guides, Publisher's Catalogues, Book Reviewing periodicals.

v) Verification of the details can also be done by consulting online citation analysis tools, online databases, and other electronic resources like searching over Google search engine and so on.

After verification, the “verified” data should be included in the card.

1.5.4 Selection of Documents

Selection means taking into accounts the books that have been identified and chosen by faculties or other library users. Out of these books the ones are actually to be added to the collection(s) are selected. In this step, preliminary checking should be done so that the items available in the library or those on order do not get selected. The checking should be done with order tray, bills awaiting payment, public catalogue (i.e OPAC), etc. If the sufficient number of copies of the book are already in the available collection then these titles should be rejected. If the present budget cannot accommodate the cost of the item, then the item may be deferred for acquisition or otherwise it may be purchased.

In many libraries, there is a book selection committee that consists of the librarian, library staff, subject experts, board of management, and representative from users, volunteers, friends, and patrons of the library. The ultimate responsibility for book selection rests with the librarian. The acquisition staff is there to help him/her.

1.5.5 Mode of Collection Development

The following mode of collection development may be used by a library after the selection of the document

i) *Gift:* A library may acquire material by gift. If serious efforts are made a library may succeed in acquiring rare and special books from the individuals;

ii) *Exchange:* Certain materials are not available for purchase. Such materials may have to be acquired by exchange with other institutional other publications;

iii) Membership: Sometimes a library or its parent body becomes a member of society or organization whereby it might be possible to get certain materials free of charge or at a cost lower than the usual.

iv) Purchase: A document should be purchased if it cannot be acquired by exchange or gift or by virtue of membership.

1.5.6 Selection of Vendor

Before placing the book for order the librarians should consider whether the particular title can be acquired by gift, donation, by virtue of membership and so on. If not, then only should it be considered for acquisition by way of purchase.

The vendor to be selected should be the one that is known to provide prompt and satisfactory service. He should be honest in his dealings and must have a good reputation. In case of titles published by learned societies, organizations, and institutions, it is often preferable to place order directly to them for availing huge discounts.

The Good Offices Committee (GOC), New Delhi is a voluntary organization formed by representatives of the book trade and libraries to standardize and introduce uniform terms of book and periodical supplies to libraries. The committee meets at regular intervals and after taking into consideration the fluctuations in currency rates it decides the rates conversion. It has also laid down discount rates for different categories of books and periodical publications as well as other terms for the book suppliers. As a result, there should be ordinarily no necessity for calling for tenders and quotations, etc. for purchase of books and periodicals from Indian vendors. A library should agree to abide by the terms laid down by the Good Offices Committee and place order with the vendor who agrees to these terms.

The different practices followed by libraries in the choice of the supplier are:

i) *Tender Method:* In tender method, every book list of finally selected items is circulated among a number of booksellers who are invited to quote their lowest prices for each item. The order is placed for each item with the firm offering the lowest price.

ii) *Quotation Method:* In this method, quotations are invited for various categories of documents along with trade discounts admissible in each case. This is done usually prior to the beginning of the financial year. The supplier for each category is fixed finally on the basis of the most economic terms offered.

iii) *Standing Vendor Method:* A standing vendor is one who is appointed as the authorized supplier to library for a specified time, generally for a year or two, under prescribed terms and conditions of supply.

iv) *Books – on – Approval Method:* In this case reputed publishers will be sending their new titles as and when published to the library directly. These items are accepted after due process of selection. The formal order will be placed with the local bookseller named by each publisher. Sometimes the local booksellers, at frequent intervals, bring some recent publications for approval and ordering. The selected items are included in a formal order and accepted while the others are returned.

v) *Open Purchase:* Purchasing from the book fairs and buying from any bookseller from the open market comes under this method.

vi) *Direct Ordering with Publisher:* Direct ordering with publishers or their representatives is done by some libraries.

1.5.7 Book Order

Once a book has been selected for purchase, then an order has to be placed to acquire it by typing from the book selection slip in a sheet or two. In case the book being ordered is an additional

copy or a new edition of an available book, the staff would put down the call number in the book order slip. The ordering procedure relates to three stages-

i) Pre-ordering Work: Pre-order work includes the various jobs connected with the invitation of tenders or quotations, tabulating the quotations, fixing the suppliers, signing the contracts, and so on.

ii) Order Placing Work: Order placing work consists of tallying, scrutiny and elimination.

iii) Intimation to the Indenters: The library should inform the indenter(s)/user(s) about the action taken by the library for their demanded books.



CHECK YOUR PROGRESS

A) Match the Following

a) Libraries	a) Non profit making institution
b) Zero Based Budget	b) Peter Phyor
c) Living with book	c) Haines
d) Good Offices Committee	d) New Delhi.

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B) Find out True and False Sentences from the following

a) The Good Offices Committee (GOC), New Delhi is a voluntary organization.

b) PPBS is a technique which combines the best of programme budgeting and performance budgeting.

c) Library tax/rates form the basis of financial support for public libraries in the states having library legislation.

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1.6 LET US SUM UP

The library generally tries to possess every type of information sources based upon the demand of the user which includes books, journals, books on tape, videocassettes, CDs, CD-ROMs, DVDs, electronic journals, online databases etc.

Budget statement or record is a definite financial record which speaks of the back history, present position and future development of the library. It is also a statement for comparing the position and the trend of development between the past, present and future. Budgetary statement generally depends on the sources of income and expenditure of the library. Library budget may be divided into two parts- Income and expenditure.

The book selection section is responsible for the identification of potentially useful materials by consulting publishers' catalogues and flyers for the final selection to be made by the appropriate decision maker. Sometimes the acquisition unit is the primary collection development unit for the library. Activities centring acquisition also focus on securing items wanted by the library's end-users and handling financial transactions that are associated with the purchase or leasing of the item(s). It is a process that involves which materials the library should acquire by purchase or otherwise and getting the materials.



1.7 FURTHER READING

1) Dhiman, Anil K. and Sinha, Suresh C. (2002). *Academic libraries*. New Delhi: Ess Ess.
2) Dhiman, Anil K. and Rani, Yashoda (2005). *Learn library management*. New Delhi: Ess Ess.
3) Krishan Kumar (1991). *Library manual*. New Delhi: Vikas.
4) Mahaparta, Piyushkanti (1997). *Library management.* Calcutta: World Press.

5) Mittal, R. L. (1984). *Library administration: Theory and practice*, 5th ed. New Delhi: Metropolitan.

6) Ranganathan, S.R. (2008). *Library Manual*. Bangalore, Ess Ess.



1.8 ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

a)	Libraries	a)Non profit making institution
b)	Zero Based Budget	b)Peter Phyor
c)	Living with book	c) Haines
d)	Good Offices Committee	d) New Delhi.

B) Find out True and False Sentences

a) True. b) True c) True.



1.9 PROBABLE QUESTIONS

A) Short Answers Type Questions

a) What are the sources of fund for a public library?

b) What are the different factors that influence book selection?

c) What are the different sources for identification of material for selection?

d) Write short notes on the following

i) Administrative section of the library. ii) Budgeting methods.

iii) Collection development in the library. iv) Selection of vendors.

v) Book selection theories. vi) Mode of collection development.

B) Essay Type Questions

a) Discuss in detail the different sources of fund for the library.

b) Discuss the methods adopted for the library budget.

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