UNIT 4: LIBRARY STAFF

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4.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Know the characteristics of a profession;
- Know the staffing pattern of the library;
- Define library rules and their components;
- Explain the library authority and library governance;

4.2 INTRODUCTION

No organization can work without its staff strength. The same is true for the library also. So, to meet the demand of the user of a library the

library authority recruits sufficient number of persons with different academic degrees and / or experience in the library. They are termed as library staff or Library and Information Science (LIS) professionals. There are various synonymous terms that are used for LIS professionals such as librarian, curator, archivist, metadata architects, cataloguer, indexers, information broker, information architectures, metadata managers, etc.

4.3 LIBRARY AND INFORMATION PROFESSION

The information professionals should have a very good communication skill, capacity for judgment, a service-oriented mind that is ever willing to work for the benefit of others, a user-friendly attitude, curiosity for the latest information in all relevant fields, and lastly adaptability for any situation. Along with the user's needs that change from time to time, the method and techniques employed for the dissemination of information also change and the librarian in particular should be able to adapt to these changes.

4.3.1 Profession

A profession is an occupation that requires extensive training, the study and mastery of specialized knowledge, and usually involves a professional association, ethical code and process of certification or licensing. Historically, the number of professions was limited. The medical doctors and lawyers have traditionally held the monopoly on professional status and on professional education along with the military officers recognized as their social equals. With the rise of technology and occupational specialization in the 19th century, other bodies also began to claim "professional" status: engineers, librarianship, educationalists and even nurses, and today almost any occupational group can at least unofficially aspire to belong to a professional rank. There are many other groups that seek to claim the status as a profession and many others who would dispute that status.

The existence of a traceable historical record of notable members of the profession can serve as an indicator of a profession. Often, these historic professionals have become well known to laypersons outside the field, for example, Clarence Darrow (law) or Edward Jenner (medicine). In modern times there is no standard definition of a modern professional, however.

According to Rescoe Pound, in common parlance, “the term refers to a group of men pursuing a learned art as a common calling in the spirit of public service - no less a public service because it may incidentally be a means of livelihood”. A member of a profession is termed a professional.

Websters Third New International Dictionary of the English language defines a profession as “a calling requiring specialized knowledge and often long and intensive preparation including instruction in skills and methods as well as in the scientific, historical or scholarly principles underlying such skills and methods, maintaining by force of organization or concerted opinion, high standard of achievement and conduct and committing its member to continued study and to a kind of work which has for its prime purpose the rendering of public service”.

4.3.2 Library and Information Science as a Profession

In modern usage, professions tend to have certain qualities in common. A profession is always held by a person, and it is generally that person’s way of generating income. Dalton E. Mc Farland in “Management Functions and Practices” mentions some characteristics of a profession. Along with the characteristics, necessary arguments are given below to justify whether librarianship is a profession or not.

a) **Entrance is Competitive:** All professions maintain rigid rules and high standard of qualification for the new entrants into the profession. As entrance into professions is highly competitive an entrant typically has to have above-average mental skills.

When we consider the employment aspect in libraries, at junior professional level, the entry is direct, but even before that proper orientation into the system, service and professional ethics is provided in many organizations. At the senior professional level the entry is by selection among the experienced professionals.

b) **Body of Specialized Knowledge and Technical Skill:** A specialized knowledge of the concerned field is needed by the professional. Those persons who are engaged in a library should have the required academic background although; some of them may not possess a LIS degree. To practise librarianship also requires extensive knowledge and technical skill such as an extensive knowledge of classification or cataloguing without which one may find it difficult to run a library.

c) **Formal Training and Experience:** Professions also require rigorous training and schooling beyond a basic college degree for acquiring the needed skill and methods to put the knowledge into work. Nowadays there is a large body of growing literature on library and information science for training and educating the professionals to acquire specialized knowledge and skill in the field of library science. Specialized journals have also started coming out in recent years. It has also its own indexing and abstracting services.

d) **An Ethical Code or Standard of Conduct:** A set of principles, a social code or ethics is needed for the professional. Many organizations have codified their conduct, often designated "code of ethics", and what they require for entry into their organization and how to remain in good standing. Some of these codes are quite detailed and make strong emphasis on their particular area or expertise; for example, journalists emphasize the use of credible sources and protecting their identities, psychologists emphasize privacy of the patient and communications with other psychologists, anthropologists

emphasize rules on intrusions into a culture being studied. Most of the codes do show an overlap in such concepts as, “do no harm”, “be honest”, “do not use your position for private gain”, etc. In different parts of the world different professional bodies of Library and Information Science codified such rules. In India also Indian Association of Special Libraries and Information Centre (IASLIC) has evolved a code of conduct and ethics for special librarians in India.

e) **A Commitment to Public Service:** A professional needs to work with the prime purpose of rendering a public service rather than for monetary gain. It has also been suggested that some professionals feel an obligation to society, beyond their client relationship. Doctors may not merely sell their service if a procedure is medically inappropriate, however much the client may want it undertaken; architects may refuse to work on a project that would be detrimental to its surroundings, and lawyers may refuse to take cases which are merely exploitative. The obligation to educate the client is often seen as a key part of the definition. Librarianship is a service oriented job and the user of a library is regarded a king.

f) **Guarantees of the Service Rendered:** The concepts of professionalism may be inferred from guarantees. But these are inferences only. The idea behind a guarantee is that the person offering the guarantee is accountable to the extent of damages that will be compensated. One thing these sources hold in common, implicit or explicit, is the idea of accountability. Those who are members of these organizations or professions are held accountable for what they do.

g) **Formal Organization:** An organization generally binds all the members of a group, calling or vocation together for concerted opinion, to achieve high standard in performance, and to act as a force to achieve common goal.

The formal organization of librarianship started with the establishment of the American Library Association in 1876. At modern times library association are there at different levels i.e. international, regional, national, state and local. Many associations covering specialized interest have also come into being. For example, Indian Association of Special Library and Information Centre (IASLIC), Medical Library Association of India (MLI), Indian Association of Teachers of Library and Information Science (IATLIS), etc.

h) **Licensing of Practitioners:** Membership in the profession is usually restricted and regulated by a professional association. For example, lawyers regulate themselves through a bar association and restrict membership through licensing and accreditation of law schools. Hence, professions also typically have a great deal of autonomy, setting rules and enforcing discipline themselves. Professions are also generally exclusive, which means that laymen are legally prohibited from practising the profession. For example, people are generally prohibited by law from practising medicine without a license and would be likely be to practice well without acquiring the skills of a physician.

Generally, professional library jobs require an academic LIS degree as certification. In the United States, the certification usually comes from a Master's degree granted by an ALA-accredited institution. In the United Kingdom, however, there have been moves to broaden the entry requirements to professional library posts, so that qualifications in, or experience of, a number of other disciplines have become more acceptable.

Library Association (LA), UK maintain the professional register of chartered librarians (professionally qualified members are known as chartered librarians and are of two categories

i) Associates who are fully trained and professionally educated librarians and

ii) Fellow (FLA) who have successfully completed additional work at an advanced level to prove their ability in special areas of librarians.

4.4 STAFFING PATTERN OF THE LIBRARY

The staffing is an assessment of the staff which is meant to give the library a competent staff in all the different categories and to get the best out of them. According to Evans, "staffing is the function by which a manager builds an organization through the recruitment, selection and development of individuals as capable employees. The staffing in libraries consists of the different categories of person with experience and expertise.

a) Types of LIS Professional: There are various types of LIS professional in general which can be grouped into the following:

i) Professional: Professional consists of those who are employed on professional job and who possess degree in library and information science as well as in some other discipline. Professionals are employed at higher level and middle level and are responsible for administration and managerial and professional job. Usually Librarian, Deputy Librarian, Assistant Librarian and Senior Library Assistants, whatever may be their designation, are included in this category.

ii) Para Professional / Semi Professionals: They are with diploma or certificate in LIS. Their designation may be library assistant, technical or professional assistant, junior cataloguer or equivalent. They usually perform the routine professional and technical job.

iii) Unskilled / Supporting Staff: They are with the minimum educational background and are adequately experienced in doing a particular job or trade and usually have a non-library degree. The designation may be reprographic assistant, book arranger, book binder, conversation assistant, typist and equivalent.

Besides the above categories of staff, some other staffs are also necessary. They include attendant, cleaner, peon, gardener, and sweeper.

The quantum of the staff depends on the total service area of the library, the number of departments / branch and other organized unit, the hours of opening, population and size of library users, amount of circulation and demand for reference service, and the financial support available.

b) Activities of LIS Professionals: The different categories of library personnel are assigned specific public service activities, some of the functions may overlap while some of these can vary from library to library but in general these are of the following types

i) Activities of a Professional

- *General Activities:* Establishes operating policy, assigns the personnel, public relations, general supervision, work with faculty.
- *Professional:* Book selection, performing the book order; do classification and cataloguing, indexing, etc. Selection of circulation system, non-routine registration, schedule staff. In case of Interlibrary Loan determine interlibrary loan code.
- *Reference:* Initial patron contact at the Reference Desk or Information Desk, gives general information and answers directional questions, interviews patrons and answers reference questions, searches computer databases, compiles bibliographies, explains the use of library catalogues and periodical indexes, recommends material for purchase.
- *Miscellaneous Activities:* Establishes subject headings for vertical files, works on displays, bulletin boards and exhibits.

ii) Activities of a Paraprofessional

- *General:* Assigns personnel, public relations, general supervision, and work with faculty.
- *Professional:* Their job includes book ordering, accessioning and preparation of books for the shelves, physical verification of books, membership registration, to maintain files, deal with disputed fines. Supervise collection and catalogue

maintenance, circulation, stock verification, charge out and check in materials, accepting interlibrary loan requests, and bibliographic and location search, to identify overdue and carry out overdue procedures, collecting fines, re shelving, shelf reading, shifting materials on shelves, inventory.

- *Reference:* Initial patron contact at Reference Desk or Information Desk, to answer general information and directional questions, answer simple reference questions within limits established by the library, to interview patrons and answer reference questions, compile bibliographies, explain the use of library catalogues and periodical indexes, bibliographic work under librarian's direction, recommend material for purchase.
- *Miscellaneous Activities:* Establishes subject headings for vertical files, upkeep of files and assign subject headings under librarian's direction, work on displays, bulletin boards, exhibits, demonstrates the use of audiovisual equipment and compiles statistics.

iii) Activities of an Unskilled / Supporting Staff

- *General:* Public relations.
- *Professional:* Typing and other clerical work, book binding, maintaining files, to receive and return different types of material other than document, reprography, micrography, operation of different types of equipment, maintenance of fumigation chambers, de-acidification, lamination and other conservation processes.
- *Reference:* Initial patron contact at the Reference Desk or Information Desk, answering general information and directional questions, answering simple reference questions within limits established by the library, typing and other clerical work.
- *Miscellaneous Activities:* Compiling statistics, upkeep of files and assigning subject headings under librarian's direction, work on displays, bulletin boards, museum exhibits, demonstrating the use of audiovisual equipment.

4.5 LIBRARIANS IN DIFFERENT TYPES OF LIBRARIES

The librarians of different types of libraries have to perform work according to the library concerned. Following are the different types of libraries where librarians have different types of work to perform

a) **School:** The school librarianship covers the library services for children in schools. In some regions, the local government may set the standards for the education and certification of the school librarians (who are often considered a special kind of teacher). School librarianship may also include issues of intellectual freedom, pedagogy, and how to build a coordinated curriculum with the teaching staff.

b) **College and University:** The college / university librarianship covers the library services for colleges / universities. Issues of special importance to the field may include copyright, technology, digital libraries, and digital repositories, academic freedom, open access to scholarly works and specialized knowledge of subject areas which are considered important to the institution. The librarian of a college / university library caters large number of user base and therefore, involves higher responsibilities than his counterpart in a school library.

c) **Public:** The librarianship for public libraries covers issues such as cataloguing, collection development for a diverse community, information literacy, community standards, etc. It is a librarianship with focus on public service and serving a diverse community of adults, children, and teens, and therefore, deals with intellectual freedom, censorship and legal and budgeting issues.

d) **Special:** Special librarians include those who are involve with any other form of librarianship that serves in medical libraries (and hospitals or medical schools), corporations, news agency libraries, or other special collections. The issues in these libraries will be specific to the institutions / industries they inhabit. But the librarians in these libraries also include for their work such specialized functions as corporate financing, specialized collection development, and extensive self-promotion to potential patrons.

e) Archives: This covers the study required to maintain and build the archives of records intended for historical preservation. Special issues include physical preservation of materials and mass de-acidification, specialist catalogues; solo work, access, and appraisal. Many archivists are also trained historians specializing in the period covered by the archive.

4.5.1 Duties and Responsibilities of the Librarian

The main duties and responsibilities of the librarians are as follows

a) Policy Formulation: The librarian is to formulate and administer policies, rules and regulation for the purpose of securing the most complete use of the library and to participate in the formulation of educational policies of the parent organization.

b) Ex Officio Member: The librarian acts as an ex officio member of all the academic bodies of the parent organization.

c) Library Budget: The librarian has the responsibility to prepare and execute the annual budget of the library.

d) Library Documents: He is responsible for all the professional job related to selection, acquisition, classification, cataloguing and maintenance of the library documents.

e) Library Service: The librarian is also responsible for providing the various types of services such as CAS, SDI, Reference and also for creating reading habit.

f) Secretary of Library Committee: He acts as a secretary of the library committee where he/she is responsible in preparing the agenda for the committee meeting by giving facts of each item, to issue the library committee meeting notice and to keep the minutes of the library committee meeting. The librarian is also responsible for keeping the library committee well informed about the day to day happening of the library.

g) **Library Representative:** The librarian represents the library before the patrons of the library, the general public etc and act as the chief executive of the library.

4.6 ACADEMIC STATUS OF A LIBRARIAN

Status means the social position or rank in relation to others and its relative importance. The status of the profession depends upon the rules that reflect the entry qualification for the new aspirants that want to join the profession, their future career prospects, the level of training needed, amount of experience required. After getting a job it also depends upon the position held in the administrative hierarchy of the institution, level of responsibility vested, amount of salary drawn, tenure, voting privileges within or outside the institution, vacation, sabbatical leave, sick leave, retirement benefit, social privilege and so on.

At present in India the status of the librarian is somewhat confused and uncertain. However, some academic librarians in colleges and universities are considered as faculty, and they hold similar academic ranks as professors. The following points will throw some light on the overall position of the librarian as an academician in different academic institutions.

a) **Entry Qualification:** At present the entry qualification for the post of librarian at college is on par with that of the lecturer i.e. Master degree with minimum of 55% marks in Library Studies, Library Science, Library and information Science and, in some cases, a Master's degree in another field, SLET/SET/NET and at university level, it is similar with that of the head of different departments.

b) **Rank in the Administrative Hierarchy:** He works at the top level of administrative hierarchy, next to the principal and vice principal at college level and alone with the top administrator such as Vice Chancellor, Registrar, Controller of Examinations in the University level. In case of universities, the librarian is directly responsible to the vice chancellor of the university or in colleges to the principal. The librarian is also a member of a University's Academic Council.

c) **Responsibilities:** He/she acts as a boss or chief executive and is responsible for all the administrative functions of the library. He helps not only the students but also the teaching staff. Besides, he / she can be termed as the teacher of the self-education practice, who complements and supplements the classroom teaching.

d) **Salary and Grade:** The salary and grade of a qualified librarian is at par with the teaching staff of the respective institution. In college, lecturer grade is given to the librarian, in Universities the grade of the librarian is equivalent to professors.

e) **Condition at Foreign Countries:** In the United States and Canada, generally, the trend is to provide academic status to the librarians working in colleges and universities.

In India, in Karnataka, the Karnataka Government passed a resolution for the librarian to be treated on par with a teacher on 21st July 2006. Of course this is due to the efforts of the Karnataka State College Librarians' Association and fde credit goes to the Minister for Primary and Secondary Education Shri. Basavaraj Horatti and Shri D H. Shankarmurthy respectively.

Further, each individual working in an organization wants a feeling of group belongingness, as the public librarian are group among government officer, the librarian in research laboratories are group among scientist so the academic librarian wants to grouped alone with the faculty member of the institution.

So in the last if we count the academic and professional qualifications of librarian, they are same as that of teaching staff, so the status should also be the same.

4.7 LIBRARY GOVERNANCE AND AUTHORITY

The library governance refers to the persons (or committees or departments etc.) who make up a body for the purpose of administering the library. The authority has the power or right to give orders or make decisions in the library.

4.7.1 Library Governance

a) **University Library:** University library is based on the statutes and ordinances adopted by the governing body of a university. The statutes made in accordance with the policy enunciated by the university act would determine the status of the librarian in the general set up of the university and provide for its organization and administration.

b) **Public Library:** The public library law enacted by a state legislature forms the legal basis for the establishment, maintenance and governance of the public library. In India, the public libraries were formerly under the ministry of education but now it is under the ministry of culture.

c) **Special Library:** In a special library run by a company or industry, there may be no legal basis of library government. The library concerned may be their internal matter and the librarian may be at the mercy of the higher authorities of the concerned organization. There may be no prescribed rules, regulations, etc.

4.7.2 Library Authority

The word “authority” implies a person having the power to do something, the power being derived from his office or character or prestige. A person having power is authorized by a competent agency / authority to carry out a certain job. The purpose of granting authority is to allow him / her to perform some kind of service by means of administrative process.

a) **College Library:** In a college, the Board of Management is the authority and college librarian is directly answerable to the principal.

b) **University Library:** In Indian Universities, the Executive Council (EC) is the library authority. In actual practice, many powers

are delegated by EC to the Vice Chancellor (VC). So, the librarian is directly answerable to the VC.

c) **Public Library:** In a public library, the Directorate of Library Services or Local or State Library Authority is the library authority or otherwise a library board might be the authority. The librarian is responsible to the board. In case of a public library, where there is a library legislation, it is mentioned in the library act as to who will be the library authority. But when there is no library legislation then the Director of Library Services will be the library authority.

d) **Special Library:** The Board of Director or Board of Trustees of the parent body is the authority. The librarian is answerable to the Managing Director or some other senior officer and in practice the situation differs from library to library.

4.7.3 Library Committee

A library authority may appoint a library committee, which is a body consisting of persons who are assigned the job of looking after the library. The library committee is needed because the librarian alone should not carry the whole burden of a big institution like a library.

a) **Members of the Library Committee:** In case of a University, the library committee is formed with the heads of the departments of the University, the Vice-chancellor, the Librarian, etc. The Vice chancellor is the Chairman of the library committee, and the Librarian is the Secretary. In case of college library, the principal is the chairman, and the librarian is the secretary. In case of school library, there is no need of a library committee because the library itself is a very small one and the librarian is the working head of the library.

The library committee should not be a very large. Only those people should be included as members of the library committee

who are interested in the library and in this way the membership is restricted within the limit of twenty.

b) Types of Library Committee: There are mainly two types of library committees

i) Executive Committee: This committee is most powerful as it has full power over those matters which are delegated to them by the library authority. So the decision of the library executive committee is final and mandatory. It need not report its decision to the library authority.

ii) Advisory or Recommendatory Committee: It simply gives proposals which are subject to the approval of the library authority.

If we go deep into the history of library committee we will also find some other types of library committees. These are as follows:

iii) Self Perpetuating Committee: These committees have the sole authority and independence as regards the control and management of the library under it. It does not have to report to any other higher body about its activities.

iv) Adhoc Committee (Statutory Committee): It has the advantage of being independent of politics. It takes decision expeditiously. This committee is more or less independent. The Madras Public Library Act of 1948 provides the appointment of such a committee. This type of committee serves as library authority.

v) Nominated / Elected Committee: A large committee or an authority nominates or elects a smaller body for looking after certain bodies under it. It delegates certain power to such smaller bodies or committees.

vi) Recommending Committee: It does not have any real power except that it simply gives certain proposals which are subject to the approval of the library authority.

vii) Reporting Committee: This committee has sufficient powers to decide the matters within certain limit. Such decision needs no confirmation of the supreme authority but the decision is to be reported to the latter for information.

c) Powers and Functions of Library Committee: Powers and functions of a library committee vary according to its nature. In case of the Executive Committee the powers, functions and responsibilities are more whereas in case of a recommending committee, these will be narrowed to a great extent. Almost all the proposals for discussion at the library committee meeting are put forth by the librarian who generally acts as an ex-officio secretary to the committee. The library committees generally serve the following purposes.

i) Library Building: Library committee plays a great role in the construction of the library building and also makes necessary arrangement for the maintenance of the library building.

ii) Library Furniture and Fittings: Library committee ensures the availability of the adequate and proper standard furniture so that in future any number of identical articles may be added without any wastage of money or space.

iii) Library Staff: A library committee employs the qualified and adequate library staff for the library.

iv) Library Rule: It frames a set of library rules and keeps them up-to-date.

v) Library Finance: The librarian not being an elected representative of the people cannot successfully appeal for more fund allocation for the library. But the committee being a representative body of the people can successfully and convincingly appeal for more funds. The committee can also allocate the funds for the library.

vi) Collection of Documents: A library committee may appoint a sub-committee to serve as book selection committee so that the lists of books are thoroughly scrutinized to avoid the purchase of undesirable books.

vii) Library Accounts and Audits: A library committee provides the proper machinery for checking the library accounts. It may appoint an account sub-committee for auditing the accounts.

viii) Standard Library Service: A library committee put in its best efforts to secure full coverage and standard library services to the users.

ix) Library co-operation: A library committee finds out ways and means of securing co-operation between various branches within a locality and between other authorities.

x) Supervision and Advice: Public functions are best performed by a committee of persons who may be elected or nominated out by the people themselves as such the library committees also supervise and advise the librarian in matters on which public participation is essential.

xi) Buffer Agency: The committee serves as a buffer agency and an interpreter of the needs of the library to the community, controlling and guiding the library activities. In the absence of a library committee the librarian would find himself defenseless and unprotected.

4.8 LIBRARY RULES AND ITS COMPONENTS

The library rules lay down the privileges and duties of the library members so that they may know their limits precisely and there may not be any confusion. These rules and regulations serve as a guideline to deal with the public. In the absence of such rules it may be difficult for the library to meet the demands of its users. Freedom without any limits cannot be called freedom because a person who claims freedom to himself to do

any act which is injurious to the freedom of another person will deny the other person his freedom. So the diction “right” implies “duties” and “vigilance is the price of freedom” should be the guiding factors. The components of the library rules may be as follows:

a) About the Library: A brief description about the library, its history, aims and objectives.

b) Library Hours, Holidays: A library shall be kept open on all days from 9 am to 9 pm except on national holidays unless decided otherwise by the library committee. The issue counter shall be closed one hour before the closing of the library.

c) Library Collection: The reference collection, rare books, thesis, periodicals may not be issued out.

d) Library Services / Facilities: Circulation, reservation, reprography, inter library loan, bibliographical services can be considered as a must in every kind of library.

e) Membership Eligibility: To get enrolled as a member of a library a person shall fill and sign the enrollment form. The category of members may be administrative staff of the parent institution, teachers, research scholars, students, and others.

f) Admission to the Library: Only regular members of the library should have the admission privileges. However, non-members shall be admitted only by special permit to be issued by the librarian or his deputy during his absence. Membership identity card shall be shown at the counter when requested. Every member shall enter his name and membership number in the gate register.

g) Property Counter: Sticks, umbrellas, boxes, personal books and such other items should be left at the property counter.

h) Membership Privileges: Each category of member shall be given as many reader’s tickets as many volumes of books he/she is entitled to borrow at one time. The category can be as follows

Administrative Staff – 5 volumes
Teacher – 20 volumes
Research Scholar – 15 volumes

Honors Student – 10 volumes

Students – 5 volumes

The borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning. In the membership privileges itself the condition of loan, period of loan, overdue charge, condition of renewal should also be listed out. A member who loses a ticket shall make a written report to the Librarian. He shall be responsible for the misuse of the reader's tickets. Duplicate ticket shall be issued after a lapse of two weeks from the date of such a notice and on payment of Rs. 100. He/she shall also be required to sign an indemnity bond.

A member, who infringes rules, shall be liable to forfeit his privilege of admission to and borrowing of books from the library.

i) **Do's and don'ts:** Library rules includes those regarding the prevention of misuse of library resources, maintenance of silence, prohibiting spitting and smoking, switching of the mobile phone or keeping it in vibration mode, and so on. The rules also insist that no person shall damage or disfigure books or other property of the library. A member shall have to replace such books or other properties those are damaged or must make payment for the value thereof.

j) **Others:** The rules also include the scope for their modification. The cases of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the librarian or his deputy during his absence.



CHECK YOUR PROGRESS

A) Find out True and False Sentences

a) In India, IASLIC has evolved a code of conduct and ethics for special librarians in India.

b) American Library Association was established in 1876.

c) In case of university, the librarian is directly answerable to the VC.



4.9 LET US SUM UP

Librarianship is as old as the book itself. However, librarianship started assuming some of the characteristics of a profession from 1876 onwards. This was the year when American Library Association was established, the American Library Journals was launched, and the first edition of the DDC and the C. A. Cutter's Rules for making a dictionary catalogue were published.

The rules to be framed by a library should be worded in such a way that an average user can understand them. The main rules should be printed on the library tickets, book label, pocket and the back cover of the book.



4.10 FURTHER READING

1) Dhiman, Anil & Sinha, Suresh C. (2002). *Academic libraries*. New Delhi: Ess Ess.
2) Krishan Kumar. (1987). *Library Administration and Management*. New Delhi: Vikas.
3) Mahapatra, Piyushkanti. (1997). *Library Management*. Calcutta: World Press.
4) Mittal, R. L. (1984). *Library Administration: theory and practice*, 5th ed. New Delhi: Metropolitan.
5) Sankar, P. (1977). *Administration of technical libraries*. New Delhi: Sterling.
6) Sharma, Chandra Kant (1977). *University library, its management and organization*. New Delhi: Metropolitan Book.
7) Tripathi, S. M., Lal C. & K. Kumar (2002), Descriptive questions in library and information science. New Delhi: Ess Ess.



4.11 ANSWERS TO CHECK YOUR PROGRESS

A) Find out True and False Sentences

a) True b) True c) True



4.12 PROBABLE QUESTIONS

A) Short Answer Type Questions

a) What do you mean by “profession”?

b) Describe the duties and responsibilities of a librarian.

c) What are the different types of library committee?

d) Who are the members of a library committee?

e) What are the components of library rules?

B) Essay Type Questions

a) Put your views in favor of Library and Information Science as a Professional subject.

b) Describe the activities of different categories of staff found in the library.

c) Enunciate the role of librarians in different types of libraries.

d) Librarians are the academicians: put your views in favor of the statement.

e) Describe the library governance and authority for different categories of libraries.

f) Describe the functions of a library committee.

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