

PLANNING



Introduction:

- Planning is a task or activity that is required on a continuous basis for the management of all organizations, including library and information Systems.
- It is a Management activity
- **Organizing**
- **Staffing**
- **Leading**
- **Controlling**

- Essentially, planning is concerned with the future.
- The first function of an administrator is to 'Plan and forecast i.e., determining the goals and objective of an institution.
- Maximum work of best quality is ensured at a minimum cost with minimum efforts,
- The economic planning is concerned with the production of maximum output with minimum input.
- In planning, entire wastage is avoided and every constituent factor is made to contribute its own share.

Definition:

- **"Koontz"**

"Planning is deciding in advance what to do, how to do it, when to do it, and who is to do it. Planning may also be said to bridge the gap from where we are to where we want to go. It makes it possible for things to occur which would not otherwise happen. Although the exact future can seldom be predicted and factors beyond control may interfere with best-laid plans, unless there is planning, events are left to chance, planning is an intellectually demanding process; it requires the conscious determination of courses of action and the basing of decisions on purpose, knowledge, and considered estimates".

Types of Planning:

- **There are EIGHT types of plans necessary in the Library Information Centre:**
 1. Objectives
 2. Policies
 3. Procedures
 4. Rules
 5. Programmes
 6. Budgets
 7. Grand Strategies
 8. Competitive Strategies.

Planning Process: Factors

1. Planning can be properly done if the objectives of the library and Information Centre are clearly stated
2. Appropriate manpower with requisite qualifications and abilities should be thought before planning
3. Provision should be made for necessary funds for equipment .

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4. Adequate supporting professional staff is required to enable them to build up a modern Information System
 5. A functional building house to the information system is however taken as existing

Need for Panning:-

1. Planning is essential to ensure economic and effective utilization of the resources and to fulfill the present & future requirements of the users of the system.
2. It is not only necessary to promote scientific and technological research but also to disseminate information in a faster pace (rate) to the largest their utilization
3. It has been well recognized by many developing countries that a National Development Plan (NDP) should aim at developing a National Infrastructure for scientific and Technological Information.

4. The awareness about this will help to drawing up a plan for National and Required scientific Information Systems for different disciplines.
5. Transfer of Information is a vital to Research and Development but the mass of Information being generated nowadays poses an enormous problem due to the multiplicity of Journals. Information explosion and users.
6. The users needs analysed, condensed and evaluated information in their field of interest.
7. To meet the needs and to satisfy the different needs of the users many Information systems were established in different disciplines at the International as well as in India.

Advantages of Planning:-

1. Planning helps to systematically move towards the achievement of the goals of the Information center;
2. Planning helps in identifying and differentiating the essential priority actions, for achieving the specified goals of an Information center;
3. Planning helps to bring about concerted and cohesive action by a group of people or a cooperation towards achieving the ultimate goals of a center;

4. Planning helps in rechecking, error identifying and remodifying due to unforeseen circumstances at any stages in course of action;
5. Planning helps in clear demarcation and allocation of activities among a group of people and effectively controlling the course of action of different people towards achieving the goals.
6. Planning helps to draft a financially elastic budget. A good plan is capable of readjusting itself to a enhancing of financial resources;

7. Planning provides an integrated & analytical projection of future course of action of an Information center;
8. Planning provides a systematic approach to the development of resources and activities of the systems.
9. Planning avoids duplication of efforts and provides improved and economic services to large number of users of the system.

Objectives

- Objective planning is the basic for any organizational operation.
- According to **Peter Drucker** "Planning of objectives to be the major factor in successful management."
- The basic objectives of an organization must be determined even before the organization comes into existence.
 - Ex: Library\Information Centre.

- Objectives Planners find themselves in the dilemma of having to develop both general and specific goals for the organization.
- For Ex.: Meeting the general needs or community needs of services.
- There are two levels at which objectives must be prepared.
 - 1) Organization - wide level
 - 2) Unit or Department level.

- The Objectives of a unit level are of a different type. They deal with day-to-day problems and are much more specific than the organization.
- There must be a clear connection between the unit objectives and organizational objectives.
- Ex:- Unit objective is that book will be reviewed favorably in 3 review Journals, this could very well conflict with the library objectives of providing information regardless of medium.

- One frequently encounters a variety of terms covering the concept of objectives puposes, goals, targets and missions.
- These terms are interchangeable.
- Public libraries are concerned with Social objectives.
- This puts the library into rather unusual situation along with other social service organizations.

- There are some general guidelines that can be employed in generating objectives.
- These guidelines will not aid in deciding between objectives, but they will give guidance on the manner in which the objectives selected ought to be formulated.
- First, the objective ought to represent hopes and desires, but these should be attainable.
- At best, the completely unrealistic objectives will be ignored.
 - *Ex.:* To satisfy all the communality info Needs is clearly unrealistic.

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- To generate the objectives in isolation and to have them simply presented to and group is just not sensible.
 - A clear understanding of the objectives and the method by which they were developed engenders a feeling of trust in and enthusiasm for carrying out the objectives.

Policies:

- Policies are general statements or understandings used to guide and channel the thinking in decision making by subordinates.
- Policies specify the limits within which a decision is to be made. Clearly a policy must be consistent with organizational Objectives.
- Both Policies and Objectives serve as guides, but there is a difference in that the objectives are concerned with end results, the goals towards the organization is heading.
- Policies help direct the actions toward those objectives.
- Both are plans, but they serve different purposes.

- Objectives stand out as the ultimate purpose of the organization, where as policies become a matter of day-to-day operation.
- There are four types of policies:
 - **Originated**
 - **Appealed**
 - **Implied**
 - **Imposed**
- Libraries must deal with all 4 types of policies

There are few fundamental rules and suggestions that apply to Policy:

- One cannot delegate authority to a staff member without providing some policy guidelines for that person.
- Up to date policy manual allows every one to know what is and is not policy
- Policies should reflect objectives and should be plans.
- Policies should be consistent .
 - Ex. In large lib. At operation level

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- Policies must be flexible.
 - Ex. Environment change policy change.
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 - Policies hence to be controlled and reviewed in terms of past performance, to eliminate old and to add new.
 - Finally policies have to be taught simply cannot be communicated in writing.

PROCEDURES:

- Procedures are guides to action rather than thought. They provide the details of an operation.
- "A procedure is a chronological sequence of events that may be used to achieve a specific policy and objectives".
- Policies guide thinking.
- Procedures guide action: this is the significant difference between the two concepts.

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- Good procedure planning will consist of a number of features:
 - Procedures should be minimized.
 - Procedures make the work unchallenging and uninteresting.

1. Procedures must be planned.
2. Procedures should be analyzed to assertion whether it is possible to combine or eliminate some of them are still carry out all the tasks.
3. Procedures should be seen as a system: they are a series of interrelated activities.
4. Costs of procedures should be estimated in terms of time.
5. Procedures must be controlled.
 - The information must be made available to the worker and the procedure manual.

- Procedures manual must be revised on the basis of past performance and the changing needs of a department or organization.
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- Clear policies,
- guide thinking Good procedures,
- guide action

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- Procedures should be based on an adequate knowledge of factual informational Policies, physical facilities the personnel, and the area in which the work is to take place.
 - The primary problem for the decision maker or planner is to maintain the proper balance for the subordinate between stability, consistency and flexibility.

Rules:

- Rules require a specific and definite action to be taken or not taken with reference to a particular situation.
- Whereas procedures guide action and policies guide thinking. -Rules require a specified action to be taken.
- One of the most difficult problem is the handling of unwritten rule. Such rules create problems and misunderstanding.

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- Booklets covering personnel rules should be given to prospective employees.
 - Rules must be enforced evenly to administrator, Clerk, Supervisor etc. in Library.
 - The good supervisor or manager will see to it that rules are kept to a minimum and enforced evenly.

Programmes:

- The term programme commonly used to identify a relatively large undertaking.
- **George Terry** defined it as, a comprehensive plan that includes future use of different resources in an integrated pattern and establishes a sequence of required actions and time schedules for each in order to achieve the stated objectives.

- Programmes represent complex of plans made up of policies, procedures, rules, job allocations, resource requirements, sources of resources, and other elements necessary to carry out a specified action.

- In a library/IC a programme for new library service activity would include:
 - General Polices - to guide & thinking
 - General Procedures - to carryout the actions necessary rules and personnel requirements.

- The programme does not have to be organization wide it may be limited to a single department.
- Ex.: The acquisition department might formulate a new acquisitions programme for Russian language materials.
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- A large programme requires the development of sub-programs to carryout the over all programme.

Budgets:

- Many people do not think of budgets as plans. Because the budget can be used as a control device, it can be called a plan.

- The budget estimate comes before any action takes place; it is the basis upon which money and resources are acquired and personnel are hired to carry out the programme established.

- Financial budgets are two types of costs:
 1. Operating Expenses: General expenses of a library
 2. Capital Expenses: Cost of equipment and other physical facility.

Strategies:

- The term strategy has been defined as the process of deciding on objectives of the organization, on changes in these objectives, on resources used to attain these objectives and on the policies that are to govern the acquisition, the use and disposition of these resources.
- There are two types
 1. Grand strategies
 2. Competitive

Grand Strategies:

- Grand Strategy it is simply a super programme.
 - It is organization wide and
 - Identified as a separate plan

Competitive Strategies

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- It is concerned with the position of the organization in competition with other organizations of a like type.
- Libraries in the 21st century do engage in competitive strategy, but not all of the librarians are not ready to accept it.

PLANNING AND PRINCIPLES OF LIBRARY BUILDING



Introduction

- “We require from buildings. As from men, two kinds of goodness: first, the doing their duty well: then that they be graceful and pleasing in doing it; which last is itself another form of duty”.

By John Ruskin

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- Every Library must be housed in functional building, then the objectives of the library can be achieved much more easily and economically than in a badly planned building. In our country just we are in the beginning stage still we have to realize the importance of properly planned library building.

- ◉ The successful library building is one which clearly and directly express and provide, for the function that are performed within it. Any library building should be able to meet generally the following functions:-

- ◉ According to P. N. Kaula in his book “Library buildings: planning and Design”.

 - 1) Effective technical operations of the library;
 - 2) Effective and rapid production of information and material on demand;
 - 3) Provision of quite, comfortable and attractive areas for study;

- 4) Provision of individual and collective studies for the users doing intensive research work;
- 5) Provision of facilities for developing reading habits;
- 6) Provision to facilitate the contact of the users with the contents of the library;
- 7) Storage and preservation of reading materials and accessibility of the reading materials to users without loss of time.

⦿ A library building reflects a plan of service of an institution. The details of the interior of the building should be taken into consideration the under mentioned activities:-

a) Book preparation activity;

b) Book storage activity; and

c) Book service activity.

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- The activities should include the present and future needs.
 - There are so many conflicting need and internal problems to be faced in each library.
 - The library buildings have naturally to suit the functions of different types of libraries.

- Problems will arise about the detailed building requirements which will apply uniformly to all university libraries of users, users services etc.

- A so called “adequate” library building for one institution will not necessarily serve effectively the purpose of another.

- To state these requirements in detail is clearly the role of the university libraries; it is his responsibility for which his professional education and experience should fit him above all others in the university.

Principle of Planning

- The most important requisites of a quite satisfactory library building is careful planning. Before designing any building for a library, it is necessary to understand the principles of planning.
- Because of so many factors such as the expansion of curricula, introducing new courses, increasing number of departments, the introduction of new methods of instructions involving more initiative on the part of the students-which are going to place new responsibility on library;

- Increased emphasis on research; explosion of literature;
- The nature of library's purpose, function and use;
- The state of communication technology, the state of building technology;
- Environmental factors, including campus plans, site, climate and degree of air pollution;
- The librarian, his ability and freedom; and finally the status of a library as a symbol of the measure of man's respect for the power of knowledge and learning.

Principles:

1. Every library building should be planned especially for the kind of work to be done, and the community to be served.
2. The interior arrangement should be planned before the exterior is considered.
3. Convenience of arrangement should never be sacrificed to mere architectural effect.

- 4) The plan should be adapted to probabilities and possibilities of growth and development in future.
- 5) A library should be planned with a view to economic administration.
- 6) The rooms for public use should be so arranged as to allow complete supervision with the fewest possible attendants.
- 7) Modern library plans should provide accommodations for readers near the books they want to use, whatever system of shelving is adopted.

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8. The building should provide convenience in proportion to the member and nature of the users. Physical conveniences for the library personnel responsible for managing the activities of the library.
 9. The building should represent simplicity in character.

The renowned British Library Architect, Henry F. Brown has enunciated Ten Commandments for a new library building:-

- 1) **Flexible** : With a layout , structure and which are easy to adopt;
- 2) **Compact** : For ease of movement of reader, staff and books;
- 3) **Accessible** : From the exterior into the building and from entrance to all parts of the building, with an easy comprehensible plan needing minimum supplementary directions;

- 4) **Extendible** : To permit future growth with minimum description;
- 5) **Varied** : In its provision of book accommodation users space and to give wide freedom of choice;
- 6) **Organized** : To impose appropriate confrontation between readers and books;
- 7) **Comfortable** : To promote efficiency of use;

8) Constant in environment for the preservation of library materials;

9) **Secure** : To control users behaviour and loss of books; and

10) **Economic** :To be built and maintained with minimum resources both in finance and staff.

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- In order to plan for a huge library building along with the above mentioned principles one has to answer for so many questions.

Ex. Type of materials to be stored, total number of users and category of users, good physical condition, security, money is available to build a library etc.

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- The general policy determining the location of various areas of the library should be based on the accessibility, utility and efficiency of each element in relation to the overall structure of the library.
 - In this connection some of the following points are vital in planning a library building:

1) Work flow to determine the functional basis of each activity as put forth in above questions. In library terminology, they may be stated as under:

- a) Users flow;
- b) Material flow;
- c) Service flow;
- d) Operations flow;
- e) Storage flow;
- f) Control and supervision flow.

- 2) Display area to be near the entrance,
- 3) Circulation counter to be in the central position with easy access to public catalogue, book stacks and reference;
- 4) Main catalogue to be within the easy reach of the users and reference staff;
- 5) Reference area to be near the public catalogue with a central desk;

- 6) Main study areas to be near the book stacks and on the main floor;
 - 7) Periodicals area to be an integrated area for current periodicals;
 - 8) Carrels to face the outside wall of the stacks;
 - 9) Multitier stacks to be as solid blocks;
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- 10) Processing departments to be interconnected as a consequence of the chain of operation of a book;
- 11) Technical staff activity to be on the same floor; and
- 12) Modular concept to be used in construction.

The importance of careful planning is over exaggerated. It has received increasing attention of university administrators, librarian and architects.

Library Building Committee

- After formulating the principles of planning, it is better to form a small committee consisting of representatives from the faculty and students, a librarian, an architect, a representative of University governing body, and the superintendent of university buildings and grounds.

Functions of the Building Committee

- The main function of the building committee is to make a thorough study of the library needs of the institution and to collect the necessary data for planning a suitable building.
- It has to collect the local needs systematically by consulting the representatives of all departments as to their needs and desires.

- The future educational plans of the University it should be incorporated into the plan.
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- The committee should acquaint itself with the experience of other University libraries with respect to new buildings; if possible it should give visit to some of the newly constructed buildings and examine the library building plans.
 - It has to make a detailed estimate of the requirements of the library building.

Role of the Librarian

- The Librarian has to play vital role in this preliminary planning, because he is the only person who knows fully the requirements of readers and library staff and has the requisite knowledge about the functions which a library has to perform.
- He must associate himself with administrative authorities, library committee and with an architect.

- He must maintain harmonious relationship with these two, at the same time they must listen to librarian in this matter; but if the librarian prepares himself well and puts across his ideas clearly, precisely and tactfully he can easily gain their confidence.
- Majority of librarians have no experience of planning buildings.
- It is not a routine job like classification or cataloguing with which they have constantly touch.

- Therefore librarian to play his heroic role he must have the following information:-
 1. The objectives of the institution and their implications on the library service;
 2. The number of potential users in various categories;
 3. Activities of users;
 4. Space requirements for;
 - a. Reading materials;
 - b. Users and Staff;
 5. Working hours of the library;

6. Size of the library personnel;
7. Special access to users;
8. Avoidance of traffic;
9. Entrance and gangways;
10. Exit and control;
11. Treatment of Reading materials;
12. Specific storage conditions;

13. Financial resources;
14. Furniture and equipment's;
15. Drawing and sketches of each area;
16. Construction schedule;
17. Revision and rectification at each stage;
18. Interior finishing and decorations;
19. Exterior of the library;

20. Provision of atmospheric control for example heat, light, noise, etc.;
21. Provision for communication system through telephone, lift, fire alarms;
22. Special provision for audio-visual equipment's. E.g. Microfilming and photo-copying equipments, Xerox and Micro-film reading apparatus etc.; and
23. Site of the library: a) Location b) Shape c) Size d) Orientation and e) Access.

□ To discharge his responsibilities nicely well, the librarian should:-

1. Learn as much as a possible about library planning, from books and articles in periodical publications and from visiting a new buildings.
2. Learn all about the educational programme of his institution and the relationship of this to his library.

3. Should discuss his problems with administrative officials of the institution.
4. Should learn about architect in general, about methods of selection of an architect for his building.
5. Should learn about building cost, so as not to expect too much, but to plan realistically.

Putting Down Needs on Paper (Programming)

- As mentioned above the librarian has to know in detail what role the library is going to play in the future; what are the present and future needs and then translate these needs into building requirements.
- It would be better if the librarian puts down on a paper all the facts and figures instead of keeping these in his mind.
- It will help both librarian and architect.

- It is not possible to produce a good building without a good programme.
- Many good buildings have been produced when the programme is existed only in somebody's mind.
- The statement should be comprehensive, clearly and precisely written; none of the important points should be left out, nor any unnecessary ones included.

□ It may be divided into three parts:

i. Philosophy or purpose of library.

ii. Selection of site for building.

iii. Estimate of the space requirements of each section of the library and the interrelationship of different sections.

□ It is to be supplied to all building committee members including the architect.

Role of the Architect

- The librarian should be careful in selecting the architect.
- He must be fully qualified and experienced. As one architect to play his own role at the time of planning a new library building.
- He may use all his professional technical skill, and also he must listen to librarian, whatever the programme prepared by him about the needs and requirements of his own, they must be properly included in the plan.

□ To play his own role in the architect has to do the following:

- A. He should have friendly relationship with librarian.
- B. He must go through the programme copy prepared by the librarian.
- C. Architect has to prepare his own checklist to prepare a building programme; it should include the following:
 1. Statement of library history, philosophy, and organization.
 2. Outline of library and non-library functions and activities to be included in the building.

- 3) Summary of the study after library's community.
- 4) Indication of amount of fund available for planning, site acquisition and construction.
- 5) Indication of architectural style required.
- 6) Reference to standards.
- 7) Indication of space requirements.
- 8) Complete list of furniture and equipments; an indication of provision for expansion in future.

- Architect must consult the librarian at that time of preparing a preliminary plan and even at that time of preparing final plan for the library building.
- It is not possible to produce a good building without a good programme.
- The programme should explain the use which will be made of each of the facilities needed and the space requirements of each so that the architect will have a clear idea of the problems he is going to be called upon to solve.

Designing the Library Building

- A satisfactory library building usually contains both reading room and administrative workrooms. Librarian has to participate or collaborate with architect in the use of building materials and construction devices.

Two types of interior construction have been recognized. They are:

- 1) Fixed construction; and
- 2) Modular construction.

- **Fixed Construction:** is a permanent interior arrangement with more or less clear demarcation of several areas with study area and stack area as completely different parts of the building and not interchangeable.
- Modular construction, on the other hand, permit flexibility in construction.

- **Modular construction:** This has been introduced in library buildings to provide flexibility.
- Modular construction allows adjustment of space compatible with the changing functions and the new operations of a library.
- The modular construction gives a completely flexible building, the interior arrangement of which may be altered at a very low cost to suit new user to which they may need to be put. In these days of uncertainty concerning what libraries may be called to do in the future, this is an advantage of considerable importance.

□ The column spacing of this system provides for:

1. Maximum utilization of floor space;

2. Economical ceiling height; and

3. Low construction cost.

□ Movable parts are provided glass, it gives greater elements in flexibility.

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- **K. D. Metacalf** highlights the following advantages of the modular system:
 1. It simplifies the task estimating costs and makes the results more accurate.
 2. It saves time on the site because materials are acquired in suitable sizes; then it avoids cutting, patching of materials etc.

- a. It simplifies supervision as much of the work is routine.
 - b. It should provide flexible space adopted for any likely purpose.
 - c. With prefabrication being put into increasing use, each of these advantages will gain more importance in future.
- Dr. S. R. Ranganathan also favors the Modular construction because of its advantages.

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- In K. C. Matalcalf's words:- Like most innovations, however the modular system is not a final, it has its own disadvantages such as columns and sizes are not suitable for almost all purposes.

Conclusion:

- The principles and standards to be followed at the time of planning. The role of a committee and its members, Librarian and architect should be highlighted in planning process itself. Then only it is possible to plan systematically for a library building

LIBRARY STATISTICS



Introduction

- Statistics in plural sense refers to quantitative information (Ex. Number of books added to a library each year, number of books received on inter library loan etc.)
- Statistics in singular sense refers to a methods of dealing with qualitative information, involving collection, presentation, analysis and interpretation.

□ **Importance:** Management would like to know ‘how well the library is doing? Comparison of statistics over a few years can indicate the position of the library.

- Librarian can use statistics for the following purposes:-
1. To compile an annual report.
 2. To measure efficiency of different sections or individuals.
 3. For planning of a library and its services, on the basis of statistics, a new service can be planned or on existing services can be improved.
 4. To prepare a case for increase in funds and staff.
 5. To present to users and management the achievements of the library.

Methods of Presentatio

- Statistics can be presented in the form of tables, graphs, maps or other diagrammatical forms.

Sources of Library Statistics:-

- The main sources of Library statistics are the maintained Dairies by various sections of the library and monthly and annual abstracts prepared by the statistical section of the library.

Processing and Analysis of Library Statistics

- Crude data is collected regularly, say, weekly, from various sections of the library by the statistical section or the Assistant / Deputy Librarian Incharge of statistics. This data is edited and tabulated.

Kinds of Statistics

- If we just look at various practices followed by different kinds of librarian, we can safely divide statistics into three classes:-
 1. Statistics of Technical Departments;
 2. Statistical of Service Departments;
 3. Miscellaneous Statistics;

Statistics of Technical Departments

- a. **Acquisition:** Number of Documents obtained by purchase, gift, exchange (Books, Pamphlets, others),
- b. **Accessioning:** Number of books accessioned
- c. **Classifieds:** Number of different types of documents classified. This may be analysed by type of documents, by individual classifier and by subject.
- d. **Cataloguing:** Number of Documents catalogued and number of cards prepared. This may be analysed by individual cataloguer and type of documents.

Service Departments

- ❖ **Membership:** Number of members by category; Number of members who visited the library.
- ❖ **Issue:** Number of books and other documents issued.

Issue statistics may be gathered:-

- ❑ Language wise;
- ❑ Document wise;
- ❑ Subject wise; etc.

Reference services

- Number of queries in terms of ready and long range reference services.

- Number of queries which should not answered.
Number of entries included (i) Bibliographies, (ii) Indexing and (iii) Abstracting services, etc.

Periodicals

- May be maintained separately.
- Number of periodical received
- Number of Reminders prepared.
- Number of Reminders dispatched, etc.

Miscellaneous Statistics:

- The library must know the total number of its prospective clientele or the total number of people served.
- It can be find out from the latest census report.
- The figures giving total expenditure, book fund and periodicals fund should be maintained properly so that an accurate assessment of the library service rendered be made.

Misuse:

- Statistics can be easily misused. As far as possible misuse must be avoided. Especially in the case of public libraries.

- **Limitations:** Statistics have certain limitations:
 1. Statistics are quantitative in nature. As a result, these do not reveal the quality of the work carried out.
 2. Statistics do not reveal the entire story of a library.
 3. Statistics are true on average only.

Conclusion:-

- There is no doubt that statistics serve a useful purpose.
- We should also keep in view the limitations and misuse of statistics.
- Conclusions based on statistical data should always be considered in the light of background information because statistical data can be manipulated to reach conclusions, which may be suspect.

LIBRARY COMMITTEES



Introduction:

- Library is a reservoir of knowledge and information.
- It is an institution established on the principles of democracy to serve as a source for knowledge to keep the readers informed and vigilant.
- The structure of the management has an important bearing on the effective working of the library largely based on structure of the management.

5th Law of Library Science and Library Committee

- For the ever-growing requirement of a library for the functional management, the library committee is essential.
- This committee consist of group of persons selected from different walks of life and who are in touch with different sections of people.
- They are responsible for understanding the aims and functions of the library and to make them known to the people.

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- Generally these committees are formed according to the provisions made in the Act or constitution.
 - The powers, functions and duties of such committees are concerned rather with the library policy than with library administration.
 - It supervises and advises the librarian in all matters of library management where sound need for internal organization is felt.

Library Authority and Library Committee

- ❑ Library authority is an executive body. It derives powers from the higher body like Board of trustees of Board of Management.
- ❑ The composition of the library authority may be group of persons or in some cases a single individual.
- ❑ Generally this has certain execution where as library committee has some advisory functions relating to the library.

Need for Library Committee

- The need for the library committee is commonly felt in all the countries because of its usefulness in the following aspects.
 1. It acts as an intermediary body between Librarian and Community served.
 2. It helps the librarian in obtaining public support and co-operation.

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3. Since the members of the committee belong to different group of the society it helps to get political and social support for the cause of the library.
 4. It supports the librarian and helps in the smooth management of the library by overcoming the problems and lapses. In some occasions, in the absence of the library committee the librarian position becomes very critical as he is responsible for the success or the failure of the library management.

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- Therefore the library committee as an apex body in the management process has to formulate library policy and objectives,
 - to check library expenditure and approve estimates of anticipated expenditure,
 - to select and appoint librarian and his staff and define their privileges and other conditions of service.

Function of Library Committee

- The powers and functions of the library committee depend on the nature of the committee and the purpose for which it is constituted. However the functions of the library committee usually include one or more of the following aspects:
 1. To formulate library policy and the objectives.
 2. To frame rules and regulations for use of the library.
 3. To check the implementation of library policy by the librarian and library staff.

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4. To check the library expenditure and approve the estimates of anticipated expenditure, to allocate book fund to the library and various departments and to find out ways and means for additional funds required for extension of library services.
 5. To consider proposals of the librarian in the matter of safety of building and of property under the librarian jurisdiction, maintenance of discipline and prevention of loss by theft etc.

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6. To consider the annual report submitted by the librarian.
 7. To consider the new programmes and proposals for the ensuring period.
 8. To resolve the problems of the library staff – salaries, welfare etc.

Composition of the Library Committee

- There is a considerable variety in the size and composition of the library committee.
- The committee may be small with 5 members and may be large consisting 15 members.
- In the case of college and school library the committee is usually small where as in university and public libraries it is always big one.
- The nature of the library committee's activities are however determined by the function rather than size.

Meeting(s) of Library Committee

- The library committee meets regularly i.e. once in a month or once in two or three months as the case may be.
- Librarian as its ex-officio secretary is to prepare the agenda in advance and circulate the meeting notice to all the members in consultation with the chairman of the committee.

Agenda

- The agenda of the meeting usually includes the following items:
 - A. List of documents to be approved. If there is no subcommittee.
 - B. Quotations regarding documents, equipments, stationary, etc.
 - C. Estimated budget to be approved.

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- D. Collection of fees and fines etc.
 - E. Donation of books, cash etc.
 - F. Annual report for consideration.
 - G. Any new proposals of programmes.
 - H. Any other item as to be discussed and approved
by the committee.



□ Librarian Report :- In order to shift his responsibility on committee he has to present monthly report about working of the library:

1. Staff

2. Services –

- Technical

- Readers services

- Library Achievements

- Short comings etc.

Specimen of an Agenda

- While sending an agenda for a committee meeting, care should be taken to supply the members all the requisite information about the items on the agenda.
- So that the decisions are arrived at expeditiously and properly, unnecessary discussion can be avoided.

Library Committee
K. U. Library, Dharwad

No.:

Date:

.....

Shri. ABC

Sub: Agenda for the meeting of the library
committee to be held on 10th Feb.2011 at
2 p. m. in K.U.L..

Dear sir,

Second document which form part of the agenda.

Librarian V/s the Library Committee

- The responsibilities and functions of the librarian vis-à-vis the library committee should be clearly mentioned so that the library is administered smoothly and efficiently.
- A library committee is responsible for policy making and the librarian to implement the policies faithfully by working out details. The librarian should also remain as a reliable guide to the committee in carrying out its activities effectively.
- Librarian should maintain good relationship with all committee members.

Three types of committee

- There are different types of library committees in existence.
- The nature and method of operation the committee varies from type of library to the other and even there is a variation in one country to the other. Some of the committees are briefly discussed bellow.

Self- perpetuating committee

- This is a responsible body established according to the provision of the Act or statute which establishes the library itself.
- This is a supreme committee which takes the total control of the library activity. By virtue of the official capacity some people will become the member of this committee. As it is the apex body, it need not report to any other higher body.
- In America, South-Africa and in India such committees have been functioning in some libraries.

Ad-hoc committee

- This committee is a special committee appointed to perform some given tasks.
- It is an independent committee having connection with the local government. It takes the decision quickly because it is a statutory committee.
- It has the provision of co-opting the members are of eminence and dynamism. For Ex. Madras Public Library Act of 1948 provides the appointment of such committees.

Nominated/ Elected committee

- This committee is either nominated or elected by the larger committee or an authority for looking after some bodies under it.
- Some powers are delegated to this committee. State Library Committee and Local Library Authority in the Andhra Public Library Act of 1960 are the existing samples.

Recommending Committee

- Higher authorities at times may appoint a committee to review, investigate and to suggest the measures for improvement of certain areas of library activity.
- As it is this committee has no power except that proposing the remedial measures which are subjected to the approval of the library authority. Normally this type of committees are found in Great Britain.

Reporting Committee

- Unlike the recommending committee, the reporting committee in addition to reviewing and investigating the situation can take decision on the issues within its limited powers.
- The matter may then be brought to the notice of the higher authority.
- However this committee is not supposed to recommend or to suggest anything in matter of investigation or assessment of the situation.

Committees in other types of Libraries

- In colleges the principal of the college is usually the chairman.
- The teaching staffs are members and the college librarian is the convener.
- This is the practice in some very well established colleges. In India majority of the colleges managed by private management and hardly constitute the library committee.

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- In special libraries either the director of the organization or his nominee is the chairman, some senior scientists are members of the library and the librarian is the convener.
 - Committees in public libraries have different structure and functions.
 - These committees are either constituted by government orders or by legislation.

Conclusion

- To conclude library committee with its supervisory and advisory nature controls and promotes the healthy activities of the library.
- But what is observed in certain corners is that the unnecessary encroachment on the library administration.
- More often assuming some extra powers a sort of a groupism is cropping up in the library committees.

- This type of attitude in a way hinders the smooth running of the library.
- Viewing from the other angle it is also conceived that in these days of highly developed management skills and techniques, librarian with his well qualified and competent professional and administrative background can manage the library without the assistance of the library committee.
- As such there is a diminishing trend of having the library committee particularly in the Research and University Libraries.

LIBRARY RULES AND REGULATIONS



Introduction



- General principles are necessary for the purpose of smooth management of an organization.
- These principles are to be followed by the members of the organization in order to achieve the desired results.
- Rules and regulations designed to lay down the privileges and duties of the members, so that they can know their responsibilities clearly.

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- Library is a storehouse of knowledge, documents stored in the library are embodying the knowledge and information.
 - 1. The first law of Library Science empathizes that the “Books are for Use”. If there are no rules and regulations about the use of the library, books/ documents instead of good use, they will be misused.

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2. Therefore it is essential to lay down rules and regulations to the library which will in turn become instrumental in creating an awareness in the minds of the readers about the kinds of facilities and services available in the library.
 3. Further thus framed rules enable the librarian to deal with readers in critical situations.
 4. In the absence of the rules and regulations it would be difficult for the librarian to render the service freely, fairly, equally and effectively.

Library Rules

- The rules framed for the purpose of smooth use of the library are normally common in all the libraries. Sometimes they may vary as per the individual library conditions, its clientele and social environment. While framing the rules the following factors are properly taken care of:

Important factors is to be considered

1. Number of users to the library and their requirements;
2. Kind of library;
3. Kind of material;
4. Facilities regarding accommodation for reading etc.
5. Kinds of services rendered.
 - Ex. Reprographic service.

However, the following are the some of the important aspects usually covered in library rules and regulations:

1. Library opening hours;
2. Time of issue and return;
3. Holidays;
4. Admission requirement – Administrative staff;
5. Categories of membership and the privilege;
6. Borrowing facilities;
7. Conditions of loan;
8. Penalty for the loss, or damage to books;
9. Overdue charges.

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- It would be appropriate for the library authority to print the rules and regulations separately and made available to all members at the time of the admission itself.
 - It is very essential for all the members to have the knowledge of rules and regulations of the library.
 - To make it more common some of the very important rules be printed on borrowers tickets or displayed at the entrance of the library.

Nature of Library Rules: Flexible simple in language

- Library rules should be simple and easy to follow.
- They should be few in numbers and be based on sound principles, if there are too many rules the library users may find it difficult to understand and may develop a different attitude towards the library itself.
- Careful attention be paid while framing the rules considering the prevailing conditions and social environment of a given library.

Why Rules?

- The philosophy of framing the rules should be to enable the smooth functioning of the library and promotion of the library services.
- In order to curb the dishonest persons serious implementation of rules are necessary.

Fine and Penalty

- However fine and penalty imposed through the rules should not be considered as a source of income.
- In some cases the strict and rigid application of rules may defeat the very purpose of not only the First Law of Library Science-Books are for Use, but also affects tempo of serious users of the library.
- Therefore care should be taken to provide autonomy to the librarian to relax on certain occasions the rigidity of the rules.
- Thus the rules should framed in a simple local language and for increasing the use of the library rather than curbing its use.

Modern outlook

- The tendency in the imposition of rules is a matter of serious debate in the present days.
- Guided by the philosophy of Librarianship and its basic principles, the professionals feel that the rules are coming in the way of having easy access of readers with documents.

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- In Western countries the notion is that the rules are for the managers of the library and not for the public.
 - Libraries should concentrate on providing information, guidance and suggestions in solving the users problem, thus they emphasize library service more than the protection of library property.

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- In our country the situation is different, library facilities are much less than the expected.
 - Majority of the libraries are suffering with inadequate financial resources.
 - Readers are not able to afford for the books they need. The limited copies of books acquired by the library hardly suffice the growing demand.

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- Hence there is a widespread misuse of library facilities.
 - At this juncture what is required is proper guidance for children in their formative stage about the use of the library and the value of books.
 - Good reading habits and the inculcation of the same be promoted.
 - This in the future stages may minimize the misuse of the library property by the users.

Model Rules

- Following are the set of model rules given along with brief note:
 1. **Name and address of the Library**
 2. **Working Hours:**

Library is opened on all

Working days from : 9 a. m. to 8 p. m.

Holidays : 11 a. m. to 5 p. m.

(Closed completely on specified gazette holidays)

Note: Issue counter will be closed one hour before the closing of the library.

Membership

- All the tax-payers of a area;
- Students of the College;
- Teachers of the College;
- Research scholars;
- Administrative staff;

- Are entitled to become the members of the library.

- To become member one has to fill in the prescribed Performa and get the recommendation of the Principal/ Officer Leaders of the locality.

Admission to the Library

- All those whose membership is accepted shall be admitted into the library.
- Non-member shall be admitted only on the special permission issued by the librarian.
- Membership/identity card be shown at the entrance of the library as and when demanded.

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- Personal belongings such as stick, umbrella, bags, books and other items should be kept in the property counter.
 - Cleanliness and silence should be strictly observed in the library.
 - Any property of the library should not be damaged, mutilated or disfigured.
 - In case it is found the member concerned shall have to replace, or make payment for the same.

Loan Privileges

- Each member is served with as many borrowers tickets as many volumes of books he/she entitled to borrow at one time.
- Members are issued the books on loan on a scale as the one below:

□ U. G. Students	4 Books	15 days
□ P. G. Students	5 Books	15 days
□ Research Scholars	10 Books	15 days
□ Teachers	20 Books	1 month
□ Administrative staff	5 Books	1 month

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- In case of loss of borrowers ticket by a member it should be brought to the notice of the Librarian in the written application and on payment of Rs 5/- and after verification, the duplicate borrowers tickets shall be issued.

 - Members shall be responsible for the misuse of the borrowers tickets.

Conditions of Loan

- a. Members should take note of the physical condition of the books before borrowing. Otherwise they shall be held responsible for missing of pages or damage to the books noticed at the time of returning.

- b. Rare books, Reference books, current issues of periodicals shall not be issued outside the library.

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- c. Members are supposed to return the borrowed books on or before the due date. In case of delay they are liable to pay the penalty of 50 paisa per day per book.
 - d. Reservation for books may be made by filling the slips.
 - e. Borrowers tickets are not transferable.

General

- a) Members should not mark, underline, or write in the library books.
- b) Smoking, eating, sleeping is strictly prohibited in the library.
- c) Any member who violates the rules and regulations of the library would be liable to lose the privilege of the membership.
- d) The librarian with the approval of library committee reserves the right to add, delete, alter or modify any of the above rules when found necessary.

Conclusion

- The library is a social organization. Its purpose is to provide the users easy access to information. There should not be any reservations in fulfilling this purpose.
- Therefore the need for rules and regulations becomes imperative in libraries which has the obligation to serve the readers community irrespective of their social, economic and political status.
- In the absence of well-defined rules and regulations, it would be difficult to render the service freely, equally and effectively.

ANNUAL REPORT



What is Annual Report?

- It is the Survey of work carried out during the previous year.
- An annual report summarizes activities and achievements of the library.
- It is a type of reporting by the librarian to the higher authorities.

Necessity of Annual Report

- A library is expected to report about its working to the higher authorities (Library Committee or Board of Trustees or Head of parent body, etc.) periodically to keep them informed about its achievements, shortcomings, problems and suggestions for improvement; etc.
- Library is a public utility service maintained by the community for the general education of the masses. The Library is financially supported by library rates and it is but natural for the community to expect in return for the taxes paid by it.

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- Unless it is run on commercial basis the efficiency of the services cannot be judged properly. The commercial establishments try their best to sell their wares by using all the means at their disposal. The library has to satisfy the readers and rate-payers to the effect that every paisa contributed by them has been usefully utilized.

FUNCTIONS

- An Annual Report performs the following functions:
 1. Keeps the authorities well informed about activities and achievements of the library.
 2. Serves as publicity media towards attracting the users.
 3. Comparison of Annual Report's of different years will enable the librarian to determine strong and weak points of the library. This will help him to improve the library.
 4. Comparison of Annual Report with standards for staff, finance, collection etc. will enable the librarian to put for additional staff, finance etc.

Salient Features or Contents of Annual Report

- The Annual Report usually contains the following information
 1. Title Page
 2. List of Members of the Library Committee and Library Staff.
 3. Narrative Part – Brief History.
 4. Statistical Part.

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- Then the report is divided into two parts i.e. narrative and statistical parts.
 - The report may be presented in the form of tables, graphs or narrative manner under the name of the departments and sections of the library.
 - Sometimes, statistics are given in the last part of the report.

Contents of the Report

- The second important feature of a report is its contents. The report can be divided into the following main heads:
 1. **Membership or Clientele:**
 - Academic Library, Special Library, Public Library:
 - It is a most important affair of the public library and thus it includes

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- a) Total number of members.
 - (i) Male (ii)Female (iii) Children
 - a) Total number of active members.
 - b) New members added during the year.
 - c) Conditions of membership.
 - d) Ratio of members to the total population of a community.

Book Stock

- This includes information regarding books and non-book materials like Manuscripts, Illustrations, Prints, Phono records, Microfilms etc.
- It includes new additions and withdrawals. It is also very much essential to include the information about current periodicals. It should specialized the subject(s).

Library Services

- The technical services are the back bone of a library, which refers to classification, cataloguing and documentation work and services.
- These processes help in making the books suitable for better use of readers.
- The Laws of Library Science can be fulfilled only if the technical service plays their full role.

Public Services

- Type of services rendered by the staff to the clientele or readers directly.
- These services are:-
 - a. Lending books for home, as well as inside the library.
 - b. Readers advisory service and reference service.
 - c. Indexing, Abstracting and Documentation service.
 - d. Mobile Library service.

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- The Annual Report contains brief review of progress of short comings of all these above services of the library during that period.
 - Readers advisory service and Reference service
Bed rock of Library service.

Staff

- The Annual Report contains a statement on staff including the total number of staff working in the library number of
- Librarians,
- Library Assistants,
- Typists,
- Clerks,
- Attenders,
- Sweepers,
- Peons,
- Binders,
- Binding helpers,
- Documentations officers or documentalists, etc.

Finance:- Finance is the crux of problems

- The Annual Report must indicate the actual financial condition of a library so that the library authority can assess whether the budget allocation made during the period was adequate or it needs augmentation.
- **Source of Income:-**
- Library cess, Endowments, Fines, Grants, other specified sources mentioned in this report:-

Recurring expenditure on

- **(a)** Books and back volumes of periodicals,
- **(b)** Current periodicals,
- **(c)** Staff salary
- **(d)** Wages,
- **(e)** Binding
- **(f)** Building repair

- 
- **(g)** Air conditioning and lighting
 - **(h)** Postage and telephone,
 - **(h)** Stationary and equipments,
 - **(i)** Special grant for books
 - **(j)** Maintenance of book mobiles; and
 - **(k)** Miscellaneous and non-recurring expenditure of the library shown in Annual Report.

Miscellaneous

- The Annual Report should also contain certain miscellaneous information regarding
 - General condition of the library.
 - New type of services rendered, Lectures, Film shows, etc.
 - Extra activities, Inter library loan and cooperation, publications if any, and some suggestions and for important of library services, etc.

Inter Library Loan

- The efforts put in by the library to get benefits out of the Inter-Library cooperation etc. must be brought to the notice of the readers and the authorities.
- In short, the Annual Report should bring out clearly the achievements and shortcomings of a library.
- The report must be symbolic in suggesting certain remedies.

Draft of Annual Report

For the Year: _____

- General
- Clientele
- Book Stock

Books Bound Periodical / Others

(Including E-Resources)

- Technical Services.
- Staff
- Public Services
- Issue System;
- Reference section;
- Indexing, Abstracting and Documentations;
- Internet Services; and
- Mobile Library services.
- Finance

A. Expenditure

i. Recurring 1) Books,

2) Salary, etc.

ii. Non-recurring

B. Revenue

Surplus or Deficit

- Cost Accounting
- Miscellaneous

Date:

Signature of the Librarian

Chairman of the Library Committee

Compilation of an Annual Report

- In medium size and large libraries the Assistant / Deputy Librarian is made incharge of compiling an Annual Report. He collects the data and edit it.
- The following procedure is followed in order to ensure that the annual report is ready without any unnecessary delay:-
 1. Last month of the reporting year, a proforma for the Annual Report is prepared by the Asst. /Deputy Librarian. He gets it approved from the Librarian and gets it cyclostyled or typed.

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2. Two copies of proformas are sent to each of the sections of the library for collecting the necessary information.
 3. All the data is collected and checked as to whether all the columns have been filled properly by each section or not.
 4. A Draft Annual Report is prepared by the Asst. / Deputy Librarian on the basis of the data received by him. He consults the previous year's reports also.
 5. The draft Annual Report is presented to the Librarian for his approval. If he suggests any changes, these are incorporated in it.

6. After incorporation the changes suggested by the Librarian, the report is finally prepared multiple copies of the report are got ready.
7. One copy of completed Annual Report is submitted to the Reviewing authority. With a forwarding letter by the Librarian.
8. After the report is received back from the reviewing Authority, such Action as may be necessary in the light of the remarks of the Reviewing authority, is planned.

Presentation

- The report may be printed or cyclostyled for wide circulation.
- It should be sent to Library Authorities, Friends of the library, donors of the documents to the library and other library.

Conclusion

- An Annual Report is a type of reporting by the librarian to the higher authorities. This serves useful purpose. It enables the librarian to determine strong and weak points so that he can bring improvements, in the working of the library.
- Even in the light of the comments by the library authorities, action should be taken to improve library services. It also helps him to justify its cost. It will also enable him to put forward a case for increased grants and staff.