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GRANTHAKUTI

(A Peer Reviewed Annual Journal on Library and Information Science)



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GRANTHAKUTI

(A Peer Reviewed Annual Journal on Library and Information Science)

**VOL. V.
COLLECTION DEVELOPMENT IN MODERN LIBRARIES
2019**

Editor :
Dipika Das

Published by :
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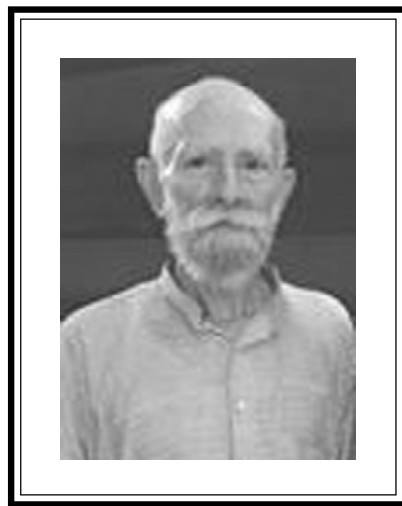
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granthakuti2014@gmail.com |
|-----------------------------------|---|--|

In loving memory of



Late Sudhir Nath

(01-05-1945 to 11-10-2019)

Deputy Librarian, Dibrugarh University

Date of Joining 01-09-1969

Date of Retirement 30-04-2005

EDITORIAL

Library is a storehouse of knowledge. The library collection is the holding of library materials. The collection development is a continuous process to meet information need of the users. A consistent library collection always depends on three elements i.e. acquisition, weeding and preservation.

Every library has a collection development policy. The purpose of it is to create a collection of library materials that support the library mission. The collection development policy is a written statement of selection procedure where the principles, criteria, in depth subject coverage, language, geography and time are included.

In academic library, the collection development policy should be guided by the aims and objectives of the organisation. It reflects the needs of the user community and availability of financial resources.

Today in the digital age, users prefer digital information for its digital form, speedy sharing mode and permanent preservation facility. It saves time of user as well as staff. Therefore all the libraries transform to Hybrid Library. Times demand the preservation of Rare Collection. The books written on Sanchipata, Tulapata have great value. The digitised form of these books will preserve those and will distribute those to a large community.

The modern libraries acquire digital documents like e-book and e-journal. NLIST is a consortium of e resources

provided by INFLIBNET. All college libraries have taken the opportunity of procuring e resources from the same which help not only students but researcher and teachers also. It is becoming a challenging task for a librarian to select the e resource provider keeping in mind the financial constrain.

The most important thing of a library is undoubtedly its Collection. A good collection through a reference service can built a good society. Knowledge can change the society.

The present volume is fifth volume and it is brought out as "COLLECTION DEVELOPMENT IN MODERN LIBRARIES". In this volume seven papers have authored. Mr. Amarendra Chandra Ray pens on "Collection development of e-resources in Academic Libraries". He advises to keep a separate budget for e-resources in library. Ms Banani Das, Ms Banasri Deka and Mr Jitu Das writes on "*Collection development in Krishna Kanta Handique Library: a case study.*" The KKH Library collection is a huge collection. They highlight that the library has comparatively larger digital collection than the print ones. Mrs. Bornali Chutia gives light on "*Collection development policy in college library both print and e-resources environment.*" Dr. Jutika Borthakur writes on "*Collection development in KRC's of CSIR Laboratories of Assam and West Bengal*". She analyses the four Knowledge Resource Centres of CSIR Laboratories in her paper. Mrs. Hima Jyoti Deka contributes on "*Collection development in college libraries of Golaghat District: a case study*". Ms Jyashri Mondal pens on "*Management of library collection development by using PERT, CPM analysis*". She shows

that PERT and CPM is important tool that can be used to develop a good collection and its proper management. Dr. Sheela.V contributes on "*A survey of digital information literacy of users in Open University Library Collection.*" She advocates that the university should organise some information literacy programme for digital literacy.

We are thankful to all the authors who have contributed their papers in this volume. We dedicate this volume to the loving memory of Late Sudhir Nath, who was the Deputy Librarian, LNB Library, Dibrugarh University, Dibrugarh.

We are grateful to our Principal Dr. Jitu Buragohain for his positive attitude and financial support which gives us the inspiration to bring out the issue in reality. We sincerely gives heartiest thanks to Dr. Narendra Lahkar, Dr. SK Singh, Mr. Wooma Sankar Dev Nath, Dr. Mukesh Saikia, Dr. Utpal Das, Dr. Geeta Girish Gadhvi, Dr. Nabajyoti Das, Dr. Pallavi Gogoi, Dr. Nabin Chandra Dey, Dr. Jayanta Saud, Dr. Maitreyee Mayuree Sharma and Mr. Jadavjyoti Saikia for their co-operation and valuable suggestions. We believe that they will be pathfinder to introduce this journal in UGC-CARE List. We welcome all the members of Banphul Printing Press who has printed this issue timely.

At last, I beg blessings and co-operation from Dibru College Community, well-wishers and readers for the GRANTHAKUTI to be a memorable one.

Mrs. Dipika Das.

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Collection Development of E-Resources in Academic Libraries

*Amarendra Chandra Ray

Abstract :

Academic libraries are considered to be nerve centre of teaching, learning and research activities. Collection development is one of the important areas of academic libraries. E-resources are playing a vital role in teaching learning process as well as to fulfill users demand. Due to available of e-resources the collection development policy should develop. This paper try to stress on collection development policy for e-resources and challenge of collection development for academic libraries.

Key words: E-resources, Collection development, Academic library, Consortia.

1. Introduction:

Libraries are struggled to develop collection of resources for information needs of its users. On the other hand, libraries have changed its resources due to latest change of information technology and demands from users. To provide better and efficient services to its users, the academic library should develop the e-resources. The selection of e-resources is an important activity for an academic library. It consists of selection, ordering and payment of e-resources. In academic library collection development policy is an essential part of the organization. Now, the concept of library has been shifted from traditional library to digital library and large numbers of documents are in electronic formats. To fulfill the fourth law of library science, librarians are also purchasing e-resources in various formats. Therefore, it has formed a challenge for collection development.

* Research & Reference Assistant, Agro-Economic Research Centre for North-East India
Assam Agricultural University, Jorhat-13

2. Literature Review:

Papers on collection development in books & journals in the library Science field have searched. An attempt has been made to cover a relevance of the articles on various aspects of collection development. Rajinder Kaur and Rupesh Gaur (2017) explain on the redefining on collection development policies for right information to right user at right time. In the words of Horava (2009), it is necessary shifting from manual collection to sustainable approach of collection development. The study of Ameen Kanwal (2006) contains all types of issues of collection development and impact of e-resources in collection development.

3. Objective of Study:

The following objectives have been followed for the purpose of the study on collection development of E-resources in academic libraries.

- a) To study the collection development policy in terms of electronic resources in academic libraries.
- b) To examine the selection, acquisition of e-resources.
- c) To study the importance of collection development in academic libraries.
- d) To study some selected e-resources useful for academic libraries.

4. Methodology:

The methodology is based on published data and information and the theoretical methods are also utilized in this topic.

5. Collection Development:

Collection development is systematic, continuous and essential process in an academic library to fulfill the needs of user. Collection development is an ongoing process for acquisition of both print and e-resources. The term "collection development policy", "Selection Policy" and "Acquisition Policy" are used for the same meaning. Collection development is a bunch of functions of library. Its main purpose is to satisfy the user's needs.

The various steps involved in collection development may be illustrated as following criteria-

- a) User's Analysis

- b) Selection Policies
- c) Acquisition Policies
- d) Resource Sharing
- e) Weeding out
- f) Evolution of Collection

6. Need of Collection Development in Electronic Format:

Today libraries are regarded as a knowledge centre due to the explosion of information. The resources of libraries are available in both print and e-format. The users prefer to use the resources in e-format because of its quick search facility. The need of electronic format comes up owing to following reasons –

- Saves time of the users.
- Easy access.
- Update information.
- Data from different sources.
- Minimize workload of staff.

7. Collection Development Policy of E-Resources:

Collection development policy is a guideline for acquiring the resources. It helps in planning and accountability of library. It is a rational guide for proposed to define objectives of academic library. The various issues for collection development policy are as follows:

7.1. Access Facility:

The access facility of e-resources should be latest electronic resources. Providing access of the remote source facility is essential.

7.2 Infrastructure:

The availability of Computer, Internet speed, downloads facility, sufficient staff is important for infrastructure. The latest configuration of computer for users is indispensable.

7.3. Copyright Policy:

The copyright policy is important part of e-resources. Therefore, the copyright policy for e-resources should be discussed in collection development policy of E-Resources in academic libraries.

8. Collection Development of E-Resources in Academic Libraries:

In digital era a variety of type of e-resources are available, however some of a good number of e-resources are

E-books: The electronic versions of printed books which can be accessed anywhere anytime with the help of internet is called E-book. E-books can be further categorized into two types one is On-line (Via Internet connectivity) and Off-line (Via CD-ROM, compact disk etc)

E-Journals: The Journal of which are available in electronic formats are termed as E-Journals. Now days, E Journals have become the most popular among the research scholar. Therefore, lots of e-journals now are available on the internet.

E-database: These are the database which is in electronic format. Database may be Bibliographic, Full text and Numerical data base.

E-consortia: These supplies the large numbers of e-journals, e-books and database. A user can search the query in consortia.

Web resources: A Web-resource is anything that can be obtained from the World Wide Web. Some examples are web pages, e-mail, database information, Semantic Web.

8.1 Selection Criteria of E-Resources

The collection development of E-Resources is more complex than printed materials to fulfill the user's requirements. On the other hand to fulfill the second and third law of Ranganathan we have to evaluate the following criteria for E-Resources.

a) Needs: All the resources should be acquired as per needs of the institution and its user's.

b) Authenticity : The E-Resources should be up to date & accurate facts. Always should follow the accuracy.

c) Appropriateness: Appropriate implies the usefulness, suitable and subject related of user's demand.

d) Scope: The scope linked with its contents of e-resources as per user's requirements.

e) Access: The access facility should be quick and easy.

f) Quality: The quality of publishers and e-resources should be good.

g) Format: The format includes the size, clarity, durability, and other technical aspects.

h) Flexibility: The flexibility character should include in the e-resources for effective use.

i) Cost: The cost depends on budgets, so always recommended the suitable price of e-resources for satisfactory of user's.

9. List of E-Resources for Academic Libraries

It is often seen that due to static budgets and exponential rise in journal price, the academic libraries are facing the problem for e-resources subscription. Therefore, to solve this problem several initiatives are being taken to provide access to e-resources and databases. A list of a few initiatives may be as follows.

a) UGC-INFONET:

Because of inadequate funds, academic libraries have been required to cut the journals subscriptions. Therefore, to solve this problem UGC has started the consortia based e-journals services to all the universities.

b) American Chemical Society :

The American chemical society provides all fields of chemistry and consists of more than 163,000 members. URL:http://pubs.acs.org/about_category.html

c) American Institute of Physics :

The American institute of Physics was started to serve physics and related fields of science and technology for general public, research scholar, scientist, educators, students etc. URL:<http://www.aip.org>

d) Annual Reviews:

Annual reviews are a useful nonprofit organization whose aim is to provide the research literature of scientific disciplines. These are written by leading scientists. <http://arjournals.annualreviews.org/>

d) Biological Abstract

Biological Abstracts is a comprehensive coverage of life science topics. It provides over 370,000 new citations each year. URL:<http://webspirs3.silverplatter.com/cgi-bin/erl2.cgi>

e) JSTOR

JSTOR is a non-profit organization to create and maintain the scholarly journals in many disciplines. <http://www.jstor.org>

f) SciFinder Scholar

SciFinder Scholar is a database of Chemical and related scientific information including journal articles and patents with a single window.

g) INDEST -CONSORTIUM

INDEST is a Consortium based open ended scheme. It provides e-resources from a number of publishers and aggregators. INDEST subscribes more than 4000 electronic journals.

h) ACM Digital Library

The ACM digital library is a full of bibliographic database of articles from journals, magazines, conference proceedings and links to full text resources.

i) EBSCO Database

EBSCO contains indexing and abstracts of more than 3,800 business periodicals. It includes the full text database of marketing, management, accounting, finance, economics and more.

j) Emerald Full-text

Emerald provides the database of management and library and information science,

technology journals.

k) J-Gate

J-Gate offers the access of e-journal articles of all disciplines. It provides more than 10,000 + e-journals.

l) ProQuest

This database provides the full abstracts of science and engineering titles. The resources are available on Web with CD-ROM backup.

m) COMPENDEX

COMPENDEX is a most comprehensive bibliographic database of engineering including journals, conferences and technical reports. Nearly, 2,50,000 new records are added to database annually.

n) Web of Science

Web of Science provides comprehensive information on citations and cited reference. It includes journal article, proceedings papers, patents, compound, chemical relations and research activity.

10. Role of Librarian in Collection Development

The role of Librarian in Collection development is imperative and should be informative also as an advisory. Librarian should take initiative for development of collection. Librarian can lay down the policies for acquisition, evaluation and weeding of e-resources. Librarian can play an important role by framing policies and programmes to implement those programmes.

11. Suggestions

In digital environment, e-resources have become most useful and libraries have no option separately from choice of e-resources to fulfill the needs of its users. Therefore, to survive in digital world academic libraries should have to carry on the following suggestions.

- 11.1.** The Collection development policy for e-resources should specified importance.

- 11.2. Separate budget for e-resources.
- 11.3. Library Staff should be trained in e-resources.
- 11.4. Authority should have more awareness of e-resources.
- 11.5. Librarians will have to be flexible enough adjusted with the new environment.

12. Conclusions

Academic libraries are regarded as nerve centres of academic and research activities. It is necessary for academic library to gain relevant information resources. The collection development is a process of acquiring new materials to satisfy demand of users. Library committee and authority can play a vital role in collection development. The efforts of UGC-INFONET and INDEST -Consortium are noticeable. Therefore, all the academic libraries should enroll in consortium based services for e-resources.

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Collection Development in Krishna Kanta Handique Library: A case study

*Banani Das, **Banasri Deka and ***Jitu Das

Abstract

The strength of a library depends upon a good collection. Collection development is a bundle of policies that ensures the development of a good collection that serves the need of the users. This present paper attempts to depict overall scenery of the print and digital collection of the Krishna Kanta Handique Library (KKHL), Gauhati University. The paper also tries to throw light on the policies that are used for procuring and developing books and periodicals in KKHL.

Keywords: Collection development, print and digital collection, KKH Library

1. Introduction:

Collection development is a process of building the library's collection, so that it can provide better access to wide range of resources to the user. Collection development is the first and foremost function of any library, without it one library cannot stand out. To reflect the needs and objectives of the parent organization, library collection is must. For the new collection that is to be added to the library, there must be some well-defined policy for acquiring it. The term collection development includes all such activities as assessing the user needs, evaluate the present collection, determining selection policy, coordination of items, the selection of items, re evaluating and storing parts of the collection and planning for resource sharing. The advent of technology redefined the resources, operation and services of the library. The traditional environment of the library is shifting towards a digital one. The tech savvy users are now a days prefer digital resources instead of print one. That's why; the libraries are bound to adopt policies of developing digital collection along

*M. Phil Research scholar, Gauhati University, **M. Phil Research scholar, Gauhati University

***Library Assistant, Royal Global University

with the print materials.

The Gauhati University Library was established in 1948. In 1982, it was renamed as K K Handique Library after the death of its first Vice Chancellor Professor Krishna Kanta Handique- prominent scholar, Indologist and philanthropist of Assam. The library caters the needs of the student, faculties and research scholars of the university. It also provides membership to the college teachers of affiliated colleges under Gauhati University. The library is set up in a huge area of approximately 7545 sq meters with a huge collection of about 27 lakh books, 34 thousand bound periodicals, five thousand dissertations, 4500 rare manuscripts, back volume of journals and selected newspaper with special collection of Krishna Kanta Handique, Dr. Bhupen Hazarika, Swami Vivekananda, Mahatma Gandhi, Dr. Mahaeswar Neog, Thailand Corner and many more. It also provides internet, Xerox services, Web OPAC for access to the library, OPAC through campus LAN etc.

2. Literature review:

Jalal and Mohan (2009) in their paper "Collection Development in Digital Environment: A Case Study" reflects the issues of collection development in Osmania University Library, Hyderabad. The paper shows the trends in collection development by comparing procurement of digital and printed document.

Srivastava, Gupta and Tomar (2012) in their paper "Electronic Books Collection Development in Delhi University Library System (DULS): A Case Study" try to investigate the issues of collection development and management of the electronic book in the Delhi University Library system. It tries to find out the selection criteria used by the librarians for the collection development of e books in the Delhi University library.

Verma (2015) in his research article "Changing role of Library professionals in Digital Environment: a study" describe the changing role of library and information science professionals to satisfy their users need. The paper describes the paradigm shift faced by the library because of the emergence of ICT in the last two decades.

Reddy and Chandraiah (2017) in their paper "Collection development in University libraries: A case study" try to highlights the collection development of university library of Dravidian university, Kuppam, Andra Pradesh since 2011 to 2016 .It elaborately describes the collection development as subject-wise, school-wise and also department-wise of the university.

Kaur and Gaur (2017) in their article "Collection development in academic libraries with special reference to digital era" describe the collection development policy, internet based collection and challenge in collection building in digital era. The paper throws light

on the criteria of developing digital resources as well as the advantages and disadvantages of digital collection.

3. Methodology:

For the present study, the required data has been collected from the newsletter of the library available in the institutional repository of the institute, which can be accessed in campus only. For the resources and services available in the library, we have adopted interview method by interviewing the library professionals of KKHL.

4. Objective:

- a) To find out the policies and process of collection development of KKHL.
- b) To investigate about the print resource of the library
- c) To find out the digital collection of the library.

5. Collection development in Krishna Kanta Handique Library:

5.1. Policy for collection development

The Krishna Kanta Handique Library has different policy for acquiring books and periodicals. For books, they get the suggestion from the following ways-

- a) Suggestions of the Head of departments
- b) Suggestions of the library staff.
- c) Suggestions of the reader.
- d) Suggestions of the faculty member.

Again, for the purchase of periodicals the library usually seeks the suggestions of users and faculty. The serial control module of SOUL 2.0 keep track of all the activities of managing periodicals in the library. All the functions like- suggestion, master database, subscription, check in of individual issues of the journals, payment, reminder, binding and title history, export and import of the bibliographical database, article indexing of journal, cataloging etc. are look into with the help of serial control module.

5.2. Print collection:

The library has a huge collection of books, newspaper, journal bound volume section, reference book section etc. Every year a no of books, journal and newspaper were added to the collection. In the year 2017-18, there are all total 52,458 no of items

Journal Category	No of Journal
Science journal	09
Humanities and Social Science journal	100
General and Popular journal	10

added to the library collection (Accession no- 22,1302 to 27,3760). The printed journals that are purchased by the library are as follows-

The library also has 15 daily newspapers in English, Hindi and Assamese language.

5.3. Digital collection:

The collection development in digital environment includes e books, e journals, e databases, e consortia etc. The KKHL has a huge collection of digital resources including e books, e these and e journals. These resources are remotely accessible with the help of user id and password provided by the library.

- a) **E books** - There are about 31,35000 of e books availed by the library which are purchased from ProQuest. These e books cover the area of science and technology, arts and humanities subject.
- b) **E journals** - There are 10000+ e journals are provided by the E Shodh Sindhu consortia as well as purchased journals from Mnaupatra, JGate, Sceience direct, Springer Nature etc.
- c) **E theses** - There are about 5125 journals has been uploaded in the Sodhganga and one can search through 2, 77,267 theses that are uploaded by different universities.
- d) **E database** - There are 4 databases available in the library namely- Institute of Studies in Industrial Development (ISID) database, JGate Plus (JCCC), MathSciNet and Web of Science which are the part of e Shodh Sindhu Consortium.

5.4. Institutional Repository(IR):

Gauhati University developed its IR during 2017. The IR can be accessed in campus only. 6 communities have been made in the IR namely-

- a) **Annual report** - Annual report of the University for the Year 2013-14, 2015-16, 2016-2017, 2017-2018 has been digitized in this community.(as on 12th July, 2019)

- b) E books** - There are 4 no of eBooks available in this community (as on 12th July, 2019).
- c) Magazine/ journals-** The magazine of Gauhati University can be availed from this community. All total 10 magazines have been digitized so far. The no of magazines digitized are as follows (as on 12th July, 2019)-

Year	No of magazine
1998-1999	5
2000-2009	4
2010-2018	1

- d) Manuscript** - Manuscript has not been uploaded yet in the IR.
- e) Newsletter** - The newsletter of the library for the year 2015-16, 2016-17 and 2017-18 has been uploaded in this community. (as on 12th July, 2019)
- f) Thesis** - The theses of Gauhati University have been uploaded in this community. The number of thesis uploaded yearwise has been given below (as on 12th July, 2019)-

Year	No of thesis
2013	2
2014	4
2015	3
2018	41
2019	67

Direct link has been provided to various e resources in the IR. The lists of resources are as follows-

- a) JSTOR
- b) JGate Plus
- c) Manupatra
- d) Web of Science
- e) Scopus
- f) EPW
- g) ACDML

- h) AIP
- i) ASCE
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- p) Emerald
- q) IEEE/IET
- r) Physics
- s) Nature
- t) OSA
- u) Oxford
- v) Portland
- w) PE Mathematics
- x) Project Mouse
- y) E books(Science)
- z) Chemistry
- aa) WestLawIndia
- bb) Sodhganga
- cc) Springer Nature

6. Conclusion :

Collection development involves the identification, evaluation, selection and acquisition of the library resources. The objective of the paper is to highlight the total collection strength of KKHL in both print and digital format as well as the policies for collection development. It can be seen from the above discussion that the library has comparatively larger digital collection than the print ones. This indicates that most of the users of the library prefer digital document over print one. Hence there is a scope for further research about the policies for developing a digital collection in the library and user's response of using e resources via remote access. This will help to develop a proper policy as well as the justification of funding for the purchase of e resources.

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Collection Development policy in college Library both Print and E- Resources Environment

* Bornali Chutia

Abstract

A collection development policy will boost the library staff for better performance and also facilitates for a continuous, consistent and balanced growth of library collection. The collection development policies are most important in a library. But, it is surprising that collection development policies are not getting attention in the library. Now, in present context library professional gives more importance on collection development policies, which are closely linked to print material as well as e-resources. The collection development policy for e-resources is an essential planning device in a way broadly similar to the policy for print resources. The policy document should be very clear and suggestive for the information professionals either to select or reject the print or non print media."

Keywords : Collection development, Collection development policy, E-resource.

1. Introduction:

Today is the age of information explosion and now information is growing day by day. Hence to cope up with the new information age college library needed to equip them with up to date and well balance document to fulfill the informational, educational and recreational needed of its users. Hence, a library needs a collection development policy for procuring right document for the library out of various forms and variety of documents.

2. Collection Development :

Qualitative services and optimum utilization of the resources can never be

* Librarian, Jengraimukh College, Majuli
Email : bornali18@yahoo.in, Ph. 7086115306

performed without consistent and comprehensive collection documents. The popularity of a library mainly depends on the kinds of materials collected and on the degree of intensity in collection. It is the backbone of all library services and important for the librarians to develop his collection in an organized way. It is the systematic building of a library collection based on meaningful data rather than subjective choice.

Collection development includes assessing user needs, evaluating the present collection, determining selection policy, coordination of items, weeding and storing parts of the collection and planning for resource sharing. A library, collection is the sum total of library materials, that makes up the holdings of a particular Library.

3. Print and E-resources :

The library collects all types of materials both print and e-resources, which provide information to the users. Material acquired includes rare books, hard cover book, periodical, text book, news paper, current fiction, microfilms, visual resources, video sound recording etc. A systematic development of the collections is needed both for acquisition of printed material to the libraries own collection or to make information in electronic form accessible through networks. Print materials added to the collection should be accessible to the general reader not specialists.

Traditionally, Collection development has all along been conceptualized as procedure and processes of identification, selection, acquisition and evaluation of a collection of library resources based on the identified information needs of given users. But currently the philosophy has been changing as a result of technological advancement, specifically, for electronic publishing. Electronic publishing has come up with new formats and sources of information available both off line and on line. For example of off line- C.D ROM, Magnet tapes etc. otherwise, we also find various types of e-resources through online. Many of the resources are freely available to any one with internet access, but some are commercial resources. In this electronic digital information era, E resources plays a vital role towards meeting the needs of E-information seekers. I believe that these are important as it could help guide the provision of computer and Library facilities for educational institutions.

4. Collection Development Policy :

A collection development policy is the most important in a library for balanced growth of collection. It is a guideline for establishing priorities for the selection of library

materials and the criteria for withdrawal of materials from the collection. It has a great impact on all the activities of the library. The Library emphasized the development of collections in multimedia and multilingual forms. The collection development policy is not the same thing as collection development. The policy provides details for the guidance of the library Staff. The Policy is on which basis the acquisition librarian can take the decision to buy, what to buy, when to buy and who to buy for. A collection development policy should be on broad general foundation, collections has to be suitable to the level of its users and maintain balance in the resource on economical and student support oriented. Collection development policy is a policy that guides the librarian to acquisition and systematic building of the library collection and attempting to correct the existing weakness. Collection development can't be achieved without collection development policy. However, The collection development policy for E-Resources is an essential planning device in a way broadly similar to the policy for print resources.

Collection development policy is an essentially communication device describing what the collection covers and what to cover in the future. There is an immediate need for college libraries to adopt a Collection development policy, their particular problems with regards to increasing lack of space, limited budget and inadequate staffs. A Collection development policy helps to assure continuity in collection development because library staff member as well as the members of the library committee, who select the books, often keeps on changing. In this situation a Collection development policy serve as a reference tool for them. The policy in a library is an indispensable tool, because it enables the book selectors to work with greater consistency towards defined goals.

5. Purpose of Collection Development Policy :

The purpose of Collection Development Policy is to state the process of material selection, retention and deselection at the Library. The policy will be consistent with the philosophy, mission and objectives of the college, resulting in a collection that adequately serves the college community. When appropriate the guiding principles of this document will apply to all formats of materials included as part of collection, whether they are print or electronic form, because, the policy is designed to guide the systematic growth and management of the college library collection both print and electronic material. All members of the college community are welcome to contribute their ideas to the continuing development of this policy

This policy intended to provide guidelines for the following areas :--

- a) To assist Librarians in selecting current, diverse balanced collection of materials to support the instructional needs of students, faculty and staff.
- b) To provide a basis for the consideration and incorporation of faculty suggestions as part of collection development.
- c) To supply integrated access to collection of materials in all appropriate formats in the most cost effective manner.
- d) To assist in both long and short fiscal planning.

The Collection Development Policy is intended to provide guidance, within budgetary and space limitations for the selection and evaluation of materials, which anticipate and meet the needs of users. It directly relates the collection to the libraries mission statement and defines the scope and standards of the various collections.

6. General Criteria for Selection Material :

The guidelines are presented to assist library staff, faculty and administrators in selecting quality materials for inclusion in the library collection. The quality of content should be a primary consideration. General criteria to be taken in to account are :

- a) Relevance to curriculum based needs of students as well as faculty.
- b) Probable need based on existing programs and collection
- c) Intellectual content and scholarly worth.
- d) Current print Publications will be given priority over out of print publication.
- e) Depth of current holdings in the same or similar subject.
- f) Cost of material relative to the budget and other available material.
- g) Availability in alternate physical or on-line formats.

7. E-Resource (Electronic Resource) :

E-resource means that the resource which are in digital form. The term used to describe all of information products that a library provides through a computer network. E-resources are those electronic products that delivers a collection of data, be it text referring to full text basis, e-journals, image collection, other multimedia products and numerical, graphical or time based, as a commercially available till that has been published with an aim to being marketed. Now, most of the libraries are embracing digital collection along with print materials. Libraries prefer digital collection for many reasons, such as easy to maintain, cost effective etc. Apart from this, it is very helpful for student, faculty

and expert of different subjects to view their required materials just by typing keywords. User can browse different scholarly journals simultaneously and can also update themselves with current development of subjects.

8. Selection Criteria for Electronic Resources :

The same criteria are applied to the selection process for electronic resources applied to print. In addition to standard selection criteria, the following criteria specific to electronic resources should be considered as -

- a) Content should directly support classroom instruction or be potentially useful for more than one class or department.
- b) E-Resource Should be available before or not later than the publication of the articles in its print format.
- c) User friendliness.
- d) Time availability.
- e) Enhanced access to remote users.
- f) Cost effectiveness and durability and accessibility of format.
- g) Publisher reliability and customer support.

9. Present Scenario of Collection Development Policy in College Library :

College Libraries are concerned with acquiring and making available all kinds of information, giving material whatever the form may be printed or non printed. But Emphasis is always on building library collection on the subject of study in teaching programme. In other words priority is given to that material which is required according to the college curriculum needs.

In the college libraries participation in the various Collection Development activities is likely to be widely dispersed among faculty, Librarians and students. The college library collection is usually centre on the curriculum, It is Particularly important that Librarians and faculty about Collection Development matters and provides for the regular routing of view journals and other source of bibliographic information.

Now, today society is information based society. Day by day information are increased. The increasing information are get not only in printed form, but also get in electronic form. But the college libraries have limited funds to purchase are reading material. For the purpose of each library must be adopt a policy for development of library collection both print and e-resource. With the help of a policy, the library develop there collection

within a limited budget. In a college library, resources of library must be developed in such a way that it must be responsible and relevant to the change in teaching methodology, course curriculum and new discipline.

10. Suggestions :

After completing of the paper, I put forward a few suggestions for the Collection Development Policy. These are :--

- 10.1. Library collection development policy should not be allowed to follow by the either principal or Librarians. It should be endeavoured of the faculty members which would be made aware of the problem.
- 10.2. Budget is most important factor in library collection, simply depending upon the fees collection from the student alone is not enough. The authority tries to get more funds from different sources, Like UGC, State Govt., NGO. Etc.
- 10.3. Cooperation through the formation of consortia may put our libraries in stronger position of negotiating better prices, possibility of accessing more digital resources and increased shared expertise in managing e-resources.
- 10.4. The user must be aware to use of the e-resources because today's information are get in the form of electronic.
- 10.5. Librarian should go for ICT training.
- 10.6. Positive attitude on establishment of ICT based resources.

These suggestions if one of them are carried out by the college libraries, it is important that library's and inspiring organization for the users community.

11. Conclusion:

Library resources belong to the society. They shape the future of our community. So, it should be carefully built to serve the community or for whom it is intended. The Librarian can influence the society by providing better information. The present and future generation have to honour the resources that a library having today. Collection building has to be done on the basis of standards of its users. The goal of any library to meet the needs of it's users.

The basic function of a college library is to assist its parent body to carry out its programme. Without a good college library, it will not be to maintain the teaching and study in the college.

The success of a college library mainly depends upon the collection of study materials. In order to build up good libraries it is essential to provide adequate fund, required suitable staff and live collection.

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Collection Development in KRC's of CSIR Laboratories of Assam and West Bengal: A Study

* Dr. Jyotika Borthakur

Abstract

Libraries and Information Centers are the hub where the information is collected, preserved, processed and disseminated to the end users. Special libraries and their collections are usually different from other libraries. Special libraries are the library having special collections like journals, research report, standards, patents etc. for the special kinds of users like scientists, engineers, doctors, etc. Their collections and services mainly depend on their parent bodies' aims and objectives. The Knowledge Resource Centres (KRC) of CSIR Laboratories are also the special kind of library and its collection and services are mainly for the benefit of the Scientists and Research scholars. The present study is mainly concentrates to analyze collection development of KRC's of CSIR Laboratories of Assam and West Bengal. It also discusses the status of the collection development policy, library budget. It analyzes the collection of each individual KRC in terms of books, printed journals, e-journals, etc.

Keywords: Collection Development, Collection Development Policy, Budget, Library Collection, E-Resource Collection.

1. Introduction:

Knowledge is essential for the continuous evolution and development of human society including the scientists. The key to progress in any organization rests in the sound, authentic and rich collection development and more specifically their utilization as a source of information and knowledge for widening the vision in the respective areas. Collection

* Librarian, SMD College, Charing, Sivasagar
Email: sumki.jyoti@gmail.com

development which is the heart of the library acts a chief and major resources because of it's involvement for all round development of the library. To fulfill the objectives, a library requires to perform different functions such as, collection of documents, e-sources, storage, management, organization, preservation and more purposely dissemination etc. Collection development is one of the most important functions of the library activities. Indeed it is the collection which gives the library a character and identity more so than either staff or building. Unless a library possesses adequate documents supplemented with latest references and bibliographical tools including electronic sources of information, it cannot impart effectual services in the present environment to its clientele. Collection symbolizes to the sum of total library materials which includes books, journals, manuscripts, Govt. publications, pamphlets, microfilms, theses, dissertations, reference books, CDs, DVDs etc. The present study mainly concentrates on Collection of Development of KRC's of four CSIR (Council of Scientific and Industrial Research) laboratories of Assam and West Bengal. The name of the laboratories under study are Central Glass and Ceramic Research Institute (CGCRI), Kolkata; Indian Institute of Chemical Biology (IICB), Kolkata; Central Mechanical Engineering Research Institute (CMERI), Durgapur and North East Institute of Science and Technology (NEIST), Jorhat, Assam.

2. Objectives of the Study:

- a) To identify the general information about the laboratories under study and their KRC's and also the staff structure of the KRC's.
- b) To identify the laboratory wise provision of collection development policy and library budget.
- c) To give a clear picture of laboratory wise printed collections.
- d) To find out laboratory wise collection of Electronic Resources and Full-text database.

3. Methodology:

The present study is primarily based on the literature based on the Library. One structured questionnaire has been distributed among all the librarians of the selected CSIR laboratories namely Central Glass and Ceramic Research Institute (CGCRI), Kolkata; Indian Institute of Chemical Biology (IICB), Kolkata; Central Mechanical Engineering Research Institute (CMERI), Durgapur and North East Institute of Science and Technology (NEIST), Jorhat to know the collection development of their KRC's.

The scholar has explored the URL site of the selected CSIR laboratories of Assam

and West Bengal to obtain primary source of information for the study. The Secondary source of information such as unpublished dissertations, research results, published journals, books has also been used to make the study more exhaustive and authentic.

4. Literature Review:

Harande (2013) evaluates the collection development of two special in Malaysia and also tried to explore the user's perceptions regarding their usage of the libraries. The author has also studied the flexibility of the library staff and also recommended training for the library staff. Sasikala, et al. (2014) investigates the trends of collection development in universities and college libraries of Andhra Pradesh. Further, the author describes the impact of electronic publishing on collection development in libraries. It also tries to examine the status and management of electronic resources in academic libraries under survey and also made an attempt to find out the challenges faced by library professionals in the changing environment.

Patel (2016) in his study mainly concentrated to study the importance of collection development in libraries. He has given importance on the factors that are necessary to be taken while developing a qualitative collection for the benefit of the users which mainly includes policies, principles, techniques and procedures, problems associated with collection development and weeding out of library collections.

Kaur and Gaur (2017) in their study discusses about the collection development in Academic libraries in digital era. It also studies the collection development policy, electronic collections of academic libraries and challenges in collection development in digital era. The study reveals the need of collection development in digital environment.

5. Collection Development: Concept

Collection development is the first and foremost function of any library. Collection development should not be just a simple purchasing function of a few personal and library staff without clear, consistent, and systematic norms or guidelines. Library collection development is the process of planning and acquiring materials over a period of time, based on assessment of the information needs of the library users.

The collections of special libraries have three major components such as (i) published information, (ii) internally generated information and (iii) information available from outside sources of the organization. Resources of the special libraries are developed to support their information services, both current and retrospective. Depending on the nature of the supporting organization, the collection covers a variety of forms.

- a) Books
- b) Periodicals
- c) Patents
- d) Standards
- e) Reports
- f) Theses
- g) Electronic Resources like E-journals, E-books, E-patents, etc.
- h) Audio-visual materials
- i) Internet Services, etc.

6. Collection Development of KRC's of CSIR Laboratories under study

The Knowledge Resource Centers of selected CSIR laboratories are considered as the largest special resource library of Assam and West Bengal. It is a service-oriented division continued to provide library and information services to R&D and industrial institutions etc. KRC of selected laboratories have affluent collection of both national and international journals, books, Indian and foreign patents, standards, reports, etc. given below:

Table 1. CSIR Laboratories and their Libraries under Study

Sl. No.	Name of the Laboratory Central	No. of Scientists	Name of the Library	Year of Establishment	No. of Library Staff
1.	Glass and Ceramic Research Institute (CGCRI), Kolkata	-	Knowledge Resource Centre (KRC)	1950	7
2.	Indian Institute of Chemical Biology (IICB), Kolkata	61	Knowledge Resource Centre (KRC)	1935	7

Sl. No.	Name of the Laboratory Central	No. of Scientists	Name of the Library	Year of Establishment	No. of Library Staff
3.	Central Mechanical Engineering Research Institute (CMERI), Durgapur	121	Knowledge Resource Centre (KRC)	1958	4
4.	North East Institute	97	Knowledge Resource Centre (KRC)	1961	5

The Table 1 shows that the CSIR- CGCRI was established in the year 1950; its library was well known as Knowledge Resource Centre (KRC) and total numbers of 7 staff are working at KRC. CSIR- IICB was established in the year 1935. It was the first established laboratory among all the seven laboratories under study and it consists of 61 experienced and expert scientists. The KRC of IICB is named as Knowledge Resource Centre which consists of 7 professional and non- professional staff. The CSIR- CMERI was established in the year 1958 which comprises 121 scientists and the library was known as Knowledge Resource Centre which consists of 4 staff. The CSIR- NEIST was established in 1961 which have 97 expert and experienced scientists working for the fulfillment of the institutions goal and the Knowledge Resource Centre comprising 5 professional and non- professional staff.

6.1 Collection of Printed Materials

Table 2. Laboratory Wise Library Collections

Sl. No.	Name of the Laboratory	Books	Back Volumes	Current Journals	Theses	Reference Tools	CD-ROM	Any Other
1.	CGCRI, Kolkata	49056 <small>Including bound volumes of periodicals</small>	-	-	-	-	-	-
2.	IICB, Kolkata	14063	32714	190	242	-	743	-
3.	CMERI, Durgapur	28342	18457	27	-	-	2664	20286 <small>(Standards)</small>
4.	NEIST, Jorhat	18568	23158	103	167	86	-	3135 (ISI)

The Table 2 gives the total number of collection in the selected four KRC's in terms of books, current journals, back volumes, theses, reference tools, microfilm/microfiche, CD-ROM and other resources.

The Table 2 shows that the KRC of CGCRI, Kolkata have total number of 49,056 books including bound volumes of periodicals. The IICB, Kolkata have 14,063 numbers of books, 32,714 numbers of back volumes, 190 numbers of current journals, Theses 242 numbers and 743 numbers of CD ROM. CMERI having 28,342 numbers of books, 18,457 numbers of back volumes, 27 numbers of current journals, 2664 numbers of CD ROM and 20,286 numbers of standards. The CSIR-NEIST, Jorhat have 18,568 books, 23,158 back volumes, 103 current journals 167 theses, 86 reference tools and ISI 3135.

6.2. Provision of Collection Development Policy and Library Budget

Table 3. Laboratory Wise Collection Development Policy and Library Budget

Sl. No.	Name of the Laboratory	Collection Development Policy		Separate Budget		Selection Policy	
		Yes	No	Yes	No	Yes	No
1.	CGCRI, Kolkata	Y	-	Y	-	Y	-
2.	IICB, Kolkata	Y	-	Y	-	Y	-
3.	CMERI, Durgapur	Y	-	Y	-	Y	-
4.	NEIST, Jorhat	Y	-	Y	-	Y	-
Total		4	0	4	0	4	0
Percentage		85.71%	14.29%	100%	0%	100%	0%

The Table 3 indicates that the KRC's of the laboratories namely CGCRI, IICB, CMERI and NEIST have their own collection development policy, separate library budget and selection policy. The survey elucidates that all the 4 (100%) laboratories have collection development policy, separate library budget and selection policy.

6.3 Collection of Electronic Resources

The KRC's of all the four laboratories have subscribed number of E- resources both full-text and bibliographic databases through the consortium. The CSIR's National Knowledge Resource Consortium (NKRC) has negotiated with publishers and arranged for paying of access amount for subscribing from central fund of CSIR Head Quarter to make e-journal available throughout all the CSIR laboratories.

● *Full-Text Databases*

A full text database is an online database that contains the complete text of books, dissertations, journals, magazines, newspapers or other kinds of textual documents. The four CSIR- KRC's of Assam and West Bengal have subscribes Full text databases through the National Knowledge Resource Consortium (NKRC). The Table 4 gives information about the full text databases that have been subscribed by the KRC's.

The Table 4 shows that CGCRI has subscribed Full- text databases like IEEE Online, Springer link, Nature, RSC and ACS. IICB, Kolkata has subscribed all the resources available through NKRC. CMERI, Durgapur has mainly subscribed IEEE Online, Springer Link, Standards (CD/Intranet) and RSC. NEIST, Jorhat has subscribing Science Direct, IEEE Online, Springer Link, Nature, RSC and ACS.

Table 4. E-Resources (Full-Text) Subscribed by the Consortium

Name of the Laboratory	Science Direct	ACM Digital Library	IEEE Online	Springer link	Proquest	ASME	ASCE	Nature	Standards (CD/intranet)	RSC	ACS	Other
CGCRI, Kolkata	-	-	✓	✓	-	-	-	✓	-	✓	✓	-
IICB, Kolkata	NKRC-											
CMERI, Durgapur	-	-	✓	✓	-	-	-	-	✓	✓	-	-
NEIST, Jorhat	✓	-	✓	✓	-	-	-	✓	-	✓	✓	-

The Table 5 shows the total number of E-journals, E- books and other resources that has been subscribed by the KRC's under study.

Table 5. Number of E- Journals, E- Books and Other Resources by the KRC's

Sl. No.	Name of the Laboratory	E-Journals	E-Books	Other
1.	CGCRI, Kolkata	400	-	Patents & Standards
2.	IICB, Kolkata	2500	-	-
3.	CMERI, Durgapur	3	-	2
4.	NEIST, Jorhat	2600	86	-

The total number of e-books and e-journals subscribed by the KRC's were CGCRI subscribing 400 e-journals; IICB 2500 e-journals; CMERI 3 e-journals and NEIST subscribing 86 e-books and 2600 e-journals.

7. Findings:

The followings are the important findings of the study:

- 7.1 The study reveals that total number of 7 staffs have been working at KRC's of CGCRI and IICB, Kolkata. The KRC- NEIST has 5 numbers of professional and non-professional staff. The KRC of CMERI has only 4 numbers of staff which is insufficient to serve the information needs of the scientist.
- 7.2 The study shows that KRC of CGCRI, have total number of 49,056 books including back volume of journals. The IICB have 14,063 books, 32,714 back volumes, 190 journals, 242 theses and 743 CD-ROMs. CMERI have 28,342 books, 18457 back volumes, 27 current journals, 2664 CDROM and 20,286 standards. CSIR NEIST has 18,568 books, 23,158 back volumes, 103 current journals, 167 theses and 86 reference tools.
- 7.3 All the 4 (100%) KRC's have their own collection development policy, separate library budget and selection policy.
- 7.4 The study also finds out the collection of electronic resources in the selected KRC's.

The four KRC's have subscribed full text databases through the National Knowledge Resource Consortium (NKRC). CGCRI has subscribed resources like IEEE online, Springer link, Nature, RSC and ACS. IICB has subscribed resources available in NKRC consortium. CMERI apart from NKRC resources has also subscribed IEEE online, Springer link and RSC. And the NEIST has been subscribed electronic resources like Science Direct, IEEE online, Springer link, RSC and ACS.

- 7.5** The highest number of 2600 E-journals has been subscribed by CSIR-NEIST followed by 2500 E-journals subscribed by IICB, 400 e-journals by CGCRI and only 3 numbers of e-journals subscribed by CMERI. Regarding subscription of E-books, NEIST, Jorhat has subscribed highest number of 86 e-books among all the KRC's.

8. Conclusion:

Libraries are the service station where information is collected, preserved, processed and disseminated to the end users. Special libraries collections are always different from other libraries. As the name implies, it develops the special collections for special collection of users. The collections of special libraries are mainly based on the aims and objectives of their parent organization. The collection of the KRC's of CSIR laboratories of Assam and West Bengal are mainly based on the information needs of their scientists. The collections of all the four KRC's are satisfactory but still there is a need for more collections both in printed and electronic form to satisfy the varying needs of the scientific community.

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COLLECTION DEVELOPMENT IN COLLEGE LIBRARIES OF GOLAGHAT DISTRICT: A CASE STUDY

* Hima Jyoti Deka

Abstract:

This paper is an attempt to highlight the collection development of college library of Golaghat district of Assam. College libraries are considered to be the nerve centre of teaching and learning activities which primary objective is to satisfy the information needs to its particular users. Collection development is the process through which users needs can be fulfilled. Collection Developments includes the planning, selecting, and building of collections in all formats needed by the community. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness and coverage of library materials.

Key-Words: College Library, Collection Development, Librarian, Analyzing, Planning

1. Introduction:

College Library is the soul of an institution. Libraries play the vital role in educating the user community. Collection development is a systematic process of building library collection to fulfill the teaching and learning needs to its target users. Collection development is an important and challenging job for the library staff. College library cannot helps to its users in developing their knowledge and skills without adequate collection. According to the American Library Association (ALA), Collection Development has been defined as "a term which encompasses a number of activities related to the development of the library collection, including the determination and coordination of selection policy, assessment of needs of users and potential users, collection use studies, collection, evaluation, identification of collection needs, selection of materials, planning for resource sharing collection

* Librarian, North Bank College, Ghilamara, Lakhimpur
Email: hjdeka@gmail.com

maintenance, and weeding."

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

2. Objective of the study

The main objectives of the study are,

- To know the status of library collection in Golaghat District of Assam.
- To assess what extent of users are satisfied with the collection and services of libraries.
- To study the problem and prospect of Golaghat District College libraries of Assam.

3. Methodology:

The study is based on primary and secondary data. The primary data has been collected through interview with the library staff and selected library users of colleges of Golaghat District. The secondary data has been collected from books, journals etc.

4. Discussions:

The Table1 has been presenting a list of the selected college libraries. The target participants were the librarians, because they were in the best position to give all the necessary information concerning the issues being considered in the study.

Table-1: It shows Name of the colleges, Year of establishment, Course Offered and Library Staff:

Sl. No.	Name of the college and Library	Year of Establishment	Stream	Professional	Non-Professional
1.	Dergaon Kamal Dowerah College (Narensarma Library)	1962	Science, Arts, Commerce	3	4
2.	Hemprova Borbora Girls' College (Central Library, HPB Girls' College)	1969	Arts	1	1
3.	Golaghat Commerce College (Chinta Taranga Sara)	1972	Commerce, Arts	3	3
4.	Furkating College (Furkating College Library)	1981	Arts, Science	2	1
5.	Debraj Roy College (D.R. College Library)	1949	Science, Arts	3	2

Sl. No.	Name of the college and Library	Year of Establishment	Stream	Professional	Non-Professional
6.	Golaghat Pubanchalik College (Golaghat Purbanchalik College Library)	1986	Arts	1	2
7.	Joya Gogoi College (Capt.Jintu Gogoi, Vir chakra Library)	1991	Arts	1	2
8.	Kamarbandha College (Kamarbandha College Library)	1986	Arts	1	2
9.	Melamora College (Melamora College)	1987	Arts	1	2

In Table 1, shows the surveyed colleges, establishment year, stream and professional and non- professional staff of the College libraries. The Debraj Roy College is the oldest higher educational institution in Golaghat District. All the surveyed college libraries have printed books, journals, magazines daily newspapers etc. From the table it has observed that Golaghat District College libraries have very less number of professional library staff in comparison to nonprofessional staff. Most of the College library, the Library staffs have found to be very few in numbers. The staff poses very significant role between the library resources and library users.

5. Collection Development :

College library collection includes traditional printed materials, e-journals, e-Books, online resources, CDs, DVDs etc.

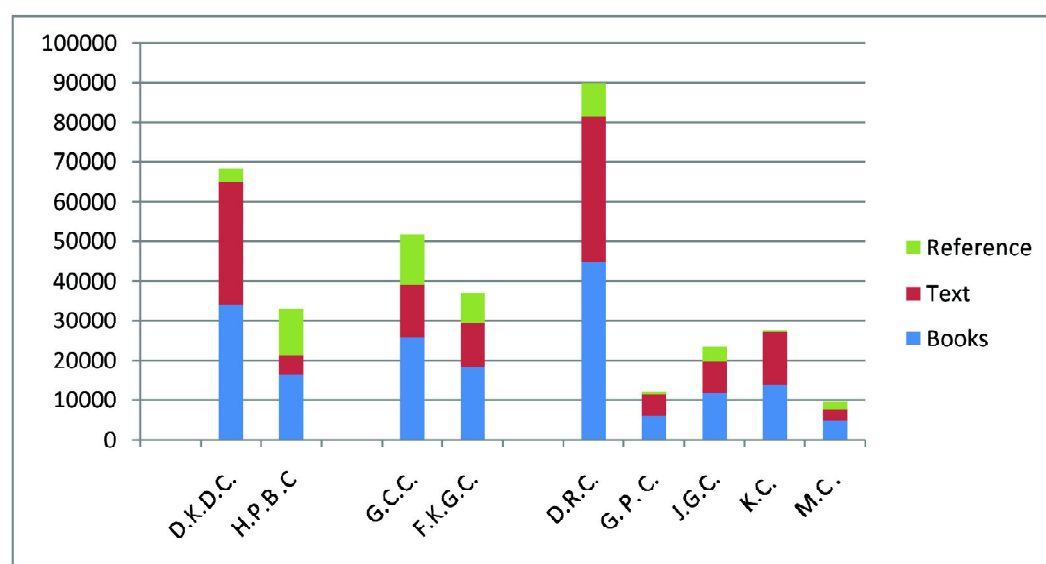
Table No.2 Showing the collection development of Golaghat District college libraries

Sl. No.	Name of College	Books	Text	Reference	E-Books	News Paper	Magazine Journal E-	Journal	E-journals/ CDS/DVD
1.	D.K.D.C.	34, 130	30, 720	3, 410	N-List	14	20	35	41
2.	H.P.B.C	16, 509	4, 902	11, 607	190+N .list	4	3	5	6
3.	G.C.C.	25, 825	13, 223	12, 602	14	10	14	15	350
4.	F.K.G.C.	18, 506	10, 859	7, 647	N-List, 1553	7	16	5	20

Sl. No.	Name of College	Books	Text	Reference	E-Books	News Paper	Magazine Journal E-	Journal	E-journals/CDS/DVD
5.	D.R.C.	44,954	36,546	8,408	1,00000	0	10	25	—
6.	G.P.C.	6,023	5,511	512	-----	2			
7.	J.G.C.	11,711	7,949	3,762	N-List	6	13	7	66
8.	K.C.	13,857	13,295	562	-----	3	4	3	—
9.	M.C.	4,849	2,845	2,004	-----	4	1	2	—

(Source: Survey, 2018)

Table 2. Collection development of the College libraries under survey.



From the table 2. It has been found that the D.R. College library has highest collection in various types of resources. On the other hand, three numbers of colleges has very limited collection in their library.

Table: 3 . Facilities & Services of College Library Services:

Service	Colleges Name								
	D.K.D.C	H.P.G.C.	GCC	F.K.G.C.	D.R.C.	G.P.C	J.G.C.	K.B.C.	M.C.
Library rules & regulations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sufficient furniture	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bar-coded Circulation System	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book Bank Facility	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Orientation Programme	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No
Reprographic Service	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No
Inter-Loan Service	No	Yes	No	Yes	Yes	No	No	No	No
Extension Service	Yes	Yes	Yes	Yes	Yes	No	No	No	No
Internet Facility	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No
Opening Hour	9.30-4.30	9.00-5.00	9.30-5.00	9.00-4.00	9.00-4.00	10.00-4.00	9.00-4.00	10.00-4.00	9.00-4.00

DKDC-Dergaon Kamal Dowerah College, HPGC- Hemoprova Borbora Girls' College, GCC-Golaghat Commerce College, FC-Furkating College, DRC-Debraj Roy College, Golaghat PC-Purbanchalik College, JGC-Joya Gogoi College, KC-Kamarbandha College, MC-Melamora College.

Table: 4 Showing the Automation Status of surveyed college libraries

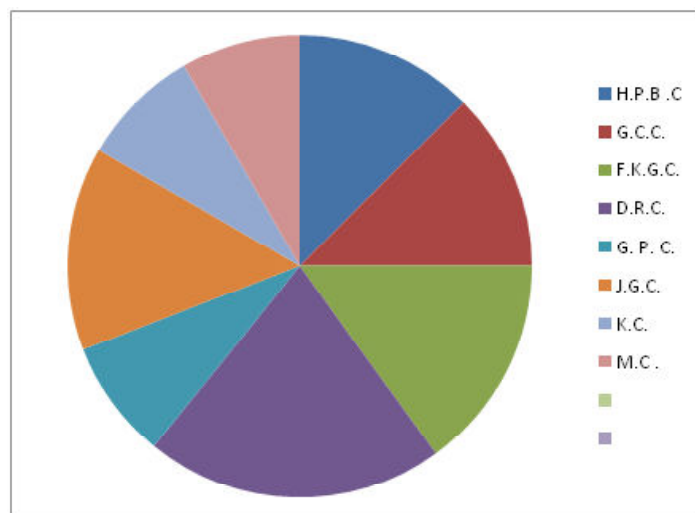
Sl. No.	Name of College	Software	Fully Automated	Partially Automated	Institutional Repository
1.	D.K.D.C.	SOUL1.0	Yes	----	Yes
2.	H.P.B.C	SOUL2.0	----	Yes	Yes
3.	GCC.	SOUL2.0	----	Yes	Yes
4.	F.K.G.C.	SOUL1.0	----	Yes	Yes
5.	D.R.C.	SOUL2.0	Yes	----	Yes
6.	G.P.C.	-----	----	Yes	---
7.	J.G.C.	SOUL2.0	----	Yes	Yes

Sl. No.	Name of College	Software	Fully Automated	Partially Automated	Institutional Repository
8.	K.C.	-----	----	----	----
9.	M.C .	-----	----	----	-----

From the above table it is clear that most of the college libraries of Golaghat District have not fully automated. Automation is lacking far behind in the colleges of Golaghat District. The fluctuating nature of power supply has playing an important barrier in the library automation of Golaghat District. Institutional Repositories have been available in the most of the college libraries of Golaghat District. The ICT has great impact on the modern educational libraries of higher education institutions which brings the modern day libraries into a very high position. It is found that all colleges have LAN connected library. With the increasing of information, it can be available in electronic format also. So library and information professional must be skilled in the use of latest technology.

Table: 5. Users satisfaction with the collection of surveyed college Libraries:

College	Satisfied	Non-Satisfied	Total user surveyed	Satisfied Percentage	Not Satisfied Percentage
Dergaon Kamal Dowerah College	17	3	20	85%	15%
Hem Prova Borbora Girls' College	12	3	15	80%	20%
Golaghat Commerce College	10	5	15	66.6%	33.3%
Furkating College	11	7	18	61.1%	38.8%
Debraj Roy College	20	5	25	80%	20%
Golaghat Pub Anchalik College	5	5	10	50%	50%
Joya Gogoi College	15	2	17	88.23%	11.76%
Melamora College	6	4	10	60%	40%
Kamarbandha College	3	7	10	30%	70%



6. Findings:

- 6.1. It is found that Deb Raj Roy College library has highest collection in various types of resources. On the other hand, three numbers of colleges has very limited collection in their library. It has around 44,954 printed collections 1,00,000 E-Books.
- 6.2. From the survey it is found that Software, Barcode scanner, Internet, Non print material, Institutional repository and Digital Sections are available.
- 6.3. Broadband internet service is connected in all college libraries. With the great explosion of information, it can be found in electronic format also.
- 6.4. INFLIBNET has been providing SOUL (Software for university libraries) software free of cost to the college libraries of North East Region. DKD College starts the processes of automation in the year of 2005. Most of the library users are getting benefitted in the services.
- 6.5. It is found that D.K.D College and D.R. College has only digital section in Golaghat District.
- 6.6. It is observed that though computers are available in the college but most of the colleges are not used computers for library functions only.

7. Suggestions:

The study is helped to explore the status of modern trend in the college libraries of Golaghat district. The humble suggestions regarding the modern library management system

of College library in the Golaghat District are:

- 7.1. The college authority and librarians must have long- term planning for library development.
- 7.2. The college authority have to provide more funds to the library for acquiring e-resources such as e-books, e-journals, e-databases and other related electronic resources for the users of the library to up-date knowledge. New technology must be introduced in the college library.
- 7.3. College libraries should have exchange and sharing of information resources with other library than it become easier to collect the information for users.
- 7.4. College libraries should make the feedback from the users and should take steps for the improvement of the services.
- 7.5. Training programme should be arranged to library staffs whenever there is a demand.
- 7.6. The Government of Assam should make an Expert Committee to observation the functioning of College libraries and keep suggestion for library modernization.

8. Conclusion:

College libraries are considered to be nerve centre of teaching ,learning and research activities which primarily objective is to satisfy the information needs of its target users and this can be possible only through adequate nature of collection development. Today's information technology has transformed the generation of knowledge and its management to explore various utilities for the benefit of mankind. In modern age of science and technology, a college library should equip with modern technology. Traditional library concept has been changed. Now digital library; electronic library concepts are being popularized. To fulfill these requirements and demand of the users, the college libraries need to change themselves from traditional cage. The librarian has an extended role from keeper of knowledge resources to become a true friend and a perfect guide for the learners in an academic setting by increasing collection Development.

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Management of library collection development by using PERT, CPM analysis

* Jayshri Mondal

Abstract

Collection, library users and library staff forms the main components of any library system. Now a day technology forms another important component, it performs a major role in today's era. But developing a good collection is all about keen analysis, planning and review. If these process which are mandatory for a good library, be planned and implemented tactfully then this will put a less burden and yield more results. PERT and CPM can be used to organize this process in well managed form.

Keywords: Library collection development, PERT and CPM and its application in libraries, collection development management, librarians as library managers etc.

1. Introduction:

Collection development is an important activity is library administration and proper functioning of library. It involves, gathering users' needs, checking the availability in existing collection, planning, organizing, acquiring, processing, displaying and dissemination. Today in technological era vast amount of resources are available in digital form both online and offline. Different other resources are also forms a rich collection except books like pamphlets, archives, maps, audio visual resources etc. collection development is basically a term used to denote enrichment of existing collection and make it maximally utilized by users of the library and information center. It's a long term goal for each and every library around the corner of the world that they serve the best resources/ collection for their users.

* Librarian, Govt. RPS PG College, Baikunthpur, Korea, C.G., India
Email : jayshrimondal1@gmail.com

Developing such an effective collection needs a plan, scheduling, budget allocation, and lots of efforts from library staff. Librarians as library managers can apply management tools and concepts to perform their task well. PERT & CPM as network based project management tools can be used to develop a library collection in planned and systematic way.

2. Objective of the study:

- a) To discuss about the collection development and its various dimensions in general.
- b) To discuss about the different phases of collection development process.
- c) To discuss how the analysis and review techniques can help in its growth efficiently.

With special reference to PERT /CPM (Program Evaluation and Review Technique/ Critical Path Method) analysis.

3. Review of literature:

Rao, M.K. Dhirendra (1978) in paper named "PERT/CPM -Its application to library and information system" discusses about how CPM can be used in publication of abstracting services. He also concluded that PERT/CPM can be used in every aspect of library activities except very few like reference services.

Linda, Main (1989) in paper named "CPM and PERT in Library Management" provides an overview of CPM and PERT charting procedures. And how these two can be used by library managers to structure various tasks and to project start and finish dates and resource allocations.

4. Collection development and its various dimensions:

- a) Collection development and different kinds of resources (Digital/ Non-digital): now a days library collection is not only consist of books only. It also contains other reading and informational materials, which are available in different format also. Digital sources of information include different documentary sources in digital format like e- book, e-journal, audio-visual material, and different online resources. Non- digital sources may be published or unpublished. These may be books, periodicals, magazines, or reference books and others. It may contain rare or archival materials also.

- b) Collection development vs different techniques to gather user's information need: all activities of libraries revolve around the collection quality and its proper utilization by users. Basic purpose of any library is to serve the users in best way possible, and if it is the main motto then it is very important to take participation of users in this process. For this library administration can strategize this process by:
- Looking for circulation data to know the user's demand
 - Asking patrons for their recommendation
 - Most reserves on demand books.
 - By distributing faculty with catalogues of renowned publishers, it gives them more choices.
 - By knowing what are books that faculties refereed before taking class. Etc.
- c) Collections development and concern about fund its distribution among various department and creating a perfect mix that serve users in best way possible: libraries all over the world are facing challenges regarding developing a collection which can meet maximum user demands. It includes obtaining fund and its distribution among various departments. There are many concerns regarding this. Newly formed departments and collection that don't have enough demanded books should get the priority.
- d) Collection development and different methods to acquire reading materials: Reading material can be acquired as donation/ gifts, with discount by negotiation tactics, through online/offline purchasing methods etc.
- e) Collection development and timely reviewing the usability and sufficiency of current collection: libraries should keep track of records that listing the unmet user requirement. And timely reviewing the adequacy of reading material available in library, is very important.

5) Different phases of collection development:

As we previously discussed that collection development is long term process and it is basically a process to enrich the existing library collection. Evans (1995) defines collection development as the "process of meeting the information needs of the people (a service population) in a timely and economic manner using information resources locally held as well as from other organizations". Evans (1995) analysed these six processes of library collection development as below :-

- a) Analysis of the information needs of the users.
- b) Formulation and implementation of selection policy to suit the objectives of the library.
- c) Material selection.
- d) Acquisition programmes to build-up a balance collection.
- e) Weeding out programmes.
- f) Collection evaluation.

6. Collection development and PERT & CPM analysis:

Program Evaluation and Review Technique (PERT) charts show different task, duration, and their dependency. Each chart starts a starting point. If multiple tasks begin at the same time, they are all started from the node or branch, divided from the starting point. Each task is represented by a line which states its name, its time duration, and who will perform it. Time period between end of task and starting of another task is called as waiting time which is denoted by a broken or dotted line between the end of the first task and the start of the next task. Each task is connected to its previous tasks which form a network of nodes and connecting lines. The chart is complete when all final tasks come together at the completion node.

APERT chart may have multiple parallel or interconnecting networks of tasks. If the project has a review point, then all tasks should be finished prior to that. It should consider that review stage also take some amount of time, it is very crucial for drawing a PERT/CPM chart. And if approval is needed then it will take some more time.

- To conduct PERT Analysis, three time estimates are obtained (optimistic, pessimistic, and most likely) for every activity along the Critical Path. Then use those estimates in the formula below to calculate how much time for each project stage:

$$\text{Formula: } (P+4M+O)/6$$

- **Optimistic Time (O):** the minimum possible time required to accomplish a task, assuming everything proceeds better than is normally expected.
- **Pessimistic Time (P):** the maximum possible time required to accomplish a task, assuming everything goes wrong (excluding major catastrophes).
- **Most likely Time (M):** the best estimate of the time required to accomplish a task, assuming everything proceeds as normal."

Critical Path Method (CPM): Critical Path Method (CPM) charts are similar

to PERT charts and are sometimes known as PERT/CPM. The speciality of this chart is that it give emphasis to the activities which are critical to project. Generally a critical path tasks can be drawn with a double line instead of a single line. Tasks which come under critical path receive special attention by. The critical may shift based on progression of project.

"PERT and CPM are the two network-based project management techniques, which exhibit the flow and sequence of the activities and events. **Program (Project) Management and Review Technique (PERT)** is appropriate for the projects where the time needed to complete different activities are not known. On the other hand, **the Critical Path Method or CPM is apt for the projects which are recurring in nature.**"

As we all know PERT & CPM method can be used to process and reviewing its progress in systematic way, within a time frame. Managers in different field use these methods to manage any given task/project in time given within the constraint of resources available. It is more likely as completing any project or mission. In Library field, Librarians as library managers also can use this for collection development and other activities of libraries. Librarians also have to tackle with the issue of fund constraints, timely service and user demands. This technique divides projects in tasks. It defines each task and its sequence. It also assigns cost and time with it. It also shows the different possibilities and alternative method, so in different situation like variability of time, fund it can serve its purpose in best possible way. It defines whole activity as a networked diagram of tasks. In library collection development process, processes are almost defined and this all can be charted using PERT & CPM. By considering this tasks and various other sub-tasks as per need and complexity of a particular library PERT chart can be drawn.

7. Conclusion:

We can sum the scenario as library administrators also can apply tools that managers in other field uses. Library collection development is an important library activity that requires tactics. It deals with funds as well as timely availability of reading material to users. It also deals with timely reviewing the collection for its usability and its weeding and proper renovation. PERT and CPM is important tool that can be used to develop a good collection and its proper management.

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A Survey of Digital Information Literacy of Users in Open University Library Collection.

*** Dr. Sheela. V**

Abstract

Information is a key factor for the development of any society. The access to the right information is almost denied due to various digital technologies been evolved, to overcome this user's need a mandatory training to access the information exactly. Today the world is passing through a revolution in the growth of information and its dissemination. Digitization has increased the means to make material more readily available by adding advanced search features to access the documents. A digital resource gives better transmission speed and the quality. In the Open University concept the digital resources are very much useful. The users and the resources are away from each other, these digital information's can be accessed anywhere at any time. Therefore this paper discusses the various components of digital library as well as digital information literacy.

Keywords: Digital Information, Information, Information Literacy, Open University.

1.Introduction:

Today information is an essential part of every one's daily life. In order to ensure better standard of living, people use information more intensively in their daily activities. Thus the availability of right information for the right user at right time and in right cost becomes more vital. The proper use of information is only possible when the information

* Assistant Librarian, Karnataka State Open University,
Mukthagangothri, Mysore-570006, Karnataka.

is processed in a professional way by implementation of various new types of technologies, so that the same can be reached easily to the needy. The technologies which are used in information handling are called Digital Information. Information explosion is an inevitable in the digital age.

Information literacy is nothing but why the users need information, where to find it and how to get that particular information, how to use that in an ethical manner. Now a days teaching method has been changed, now the users need their information very quickly and exactly in the digital form. It can be accessed anywhere and at any time. In the present situation abounded of information are available in different e-resources. Users have to be the literacy of how to select the e-resources for their information. Then the UNESCO implies digital age has "we live in a world where the quality of information we receive is largely determines our choices and ensuring actions, including our capacity to enjoy fundamental freedom and the ability for self - determination and development" (UNESCO 2011). Therefore today there is no other option than to be digital literate. Finally the users of the information need not come to the library for the print version they can access their information at their place only through the Internet.

2. Scope and limitations:

The use of information both in the print as well as digital is an important basis for the development. In this information age, with the development of ICT vast amount of information has been generated and it leads to information explosion. With this the user are confused to choose the information resources. Considering this, the scope and limitations of the study is confined only to study the information literacy level of the Open University students. The Open University students are very much needed of information literacy because they are away from the university faculties. Definitely if they need any information from the different e-resource it will helps a lot to the distance education students. Thus the scope of this study is to measure the information literacy level and necessary competencies of the distance education students (Karnataka State Open University).

3. Objectives:

The objectives of the present study are as follows:

- a) To know the familiarity of the digital information resources.
- b) To know the need of using digital information.
- c) To find out the literacy level to search in the digital forms.
- d) To know the frequency of using digital resources.

4. Methodology:

Keeping the above objects in mind well-structured questionnaires were randomly distributed among the Karnataka State Open University users in Mysore center. The total 50 questionnaires are distributed to the users. 48 filled in questionnaires were received back. Finally received questionnaires were classified, tabulated and interpretations were made.

5. Data Analysis:

5.1. Number of Respondents-

Table 1: Statistics of Respondents.

Distributed	Respondents	
	Number	%
50	48	96

Number of the respondents is shown in the Table 1, which shows that this study consists of 48 (96%) respondents, after taking various aspects under consideration.

5.2. Gender wise distribution-

The gender wise analysis is very useful to the distance education users, it will help to extend the services on the basis of gender wise. Therefore the investigator analyzed the responses gender - wise.

Table 2: Gender wise distribution.

Gender Wise	Respondents	%
Male	26	54.16
Female	22	45.84
Total	48	100%

The table describes the gender wise distribution of respondents in which 26 (54.16%) were male and 22 (45.84%) were female.

5.3. Computer skill-

Table 3: Ability of computer

Computer skill	Respondents	%
To know computer	45	93.75
Do Not know computer	03	06.25
Total	48	100

To know the skill of computer among the students is shown in table 3. Which depict that 45 (93.75%) of users are aware of computer usage, whereas 03 (06.25%) are not aware of computer.

5.4. Satisfaction is computer usage-

Table 4: Satisfaction level of computer use

Satisfaction level	Respondents	%
To know computer	34	75.55
Do Not know computer	10	22.22
Total	01	02.22

Satisfaction level of the computer usage of Karnataka State Open University students are stated below. 34(75.55%) of the users are highly satisfied, then the 10(22.22%) of the respondents are moderately satisfied. Finally 01 (02.22%) of the users are Dissatisfied the use of computers.

5.5. Formal training to use of Digital Resources-

Table 5: Formal training to use of Digital Resources

Response	Respondents	%
YES	43	89.58
NO	05	10.42

Table 5 shows that majority 43 (89.58%) of the respondents requires training for using of digital resources, whereas 05(10.42%) responder's are not require training for using digital resources.

5.6. Types of Digital Resources-

Table 6: Types of Digital Resources needed

Resources	Respondents	%
Internet	24	53.34
e-Books	03	06.66
e-Journals	04	08.88
e-articles	06	13.34
e-Thesis	06	13.34
Subject gateways	02	04.44

Table 6 depicts that the majority of the respondents are depend upon the Internet sources. The next level is for e-articles and the e-Thesis 06 (13.34%). The next group of digital resources is e-Journals 04 (08.88%). Then comes the e-books 03 (06.66%). Lastly the subject gateways users are 02 (04.44%) respondents.

5.7. Purpose of using Resources.

Table 7: Purpose of using the Digital Source

Purpose	Respondents	%
To gain knowledge	26	57.78
Preparation of notes	04	08.88
Career purpose	02	04.44
Research	05	11.12
Writing articles	03	06.66
Project work	05	11.12

Table 7 reveals that 26 (57.8%) respondents stated that they need digital resources for their knowledge update, followed by research and project work 05 (11.12%), 04(08.88%) for preparing their notes, 03 respondents use these resources for writing their articles, remaining 02 respondents use the digital sources for the purpose of their career.

5.8. Frequency of using Digital Resources

Table 8: Frequency of using Digital Resources

Frequency	Respondents	%
Daily	22	48.88
Once in a week	12	26.67
Twice in a week	03	06.67
Thrice in a week	03	06.67
Occasionally	05	11.11

Table 8 reveals the Frequency of respondents using digital resources for fulfilling their purposes. It is evident that majority 22 (48.88%) of the respondents are daily using the digital resources, at the same time 12(26.67%) respondents are once in a week as well as 03(06.67%) of the user are twice and thrice in a week. Finally 05 (11.11%) of the students of Karnataka State Open University are occasionally using the digital resources.

5.9. Usage of search engine-

Table 9: Usage of search engines

Search engines	Respondents	%
Google	28	62.22
Yahoo	12	26.67
Ask	02	04.44
Others	03	06.69

It is observed that most of the respondent 28 (62.22%) are depend on Google, whereas 12(26.67%) are use yahoo was their search engine. Some of them i.e., 02 (04.44%) are use Ask for search information, 03 (06.67%) respondents use other various search engines for their information.

5.10. Evaluation of web resources

Table 10: Evaluation of Digital Resources

Parameters	Respondents	%
Authenticity	20	44.44
Coverage	05	11.11
Objectivity	10	22.22
Usability	04	08.88
Accessibility	06	13.35

Table 10 explains the evaluation of digital resources, in that 20 (44.44%) are opinioned about the authenticity, 05 (11.11) respondents on coverage, whereas 10 (22.22%) objectivity, 04 (08.88) usability and finally 06 (13.35%) accessibility.

6. Findings-

Major findings of the study are state below:

- 6.1. Out of 48 respondents 45 (93.75%) are having the computer skill, the remaining 03 (06.25%) are not having the skill of computer.
- 6.2. Majority of the respondents are highly satisfied the level of computer use.
- 6.3. Out of 45 respondents majority of 43 (89.58%) are need training to use the digital resources effectively.
- 6.4. 53.34%, 06.66%, 08.88%, 13.34%, 04.44% of the users are use Internet, e-books, e-Journals, e-articles, e-theses and subject gateways respectively of their information.
- 6.5. Out of 45 respondents 26 (57.78%) are stated that they use digital resources to gain knowledge. Followed by this, 05 (11.12%) are for research and project work respectively.

- 6.6. Time spending in browsing of information daily is 22 (48.58%). The remaining small figure of users use the digital resources twice or thrice in a week.
- 6.7. Majority of the users 28 (62.22%) prefer to use Google as search engine.
- 6.8. Authenticity and objectivity are the most important parameters for evaluation of Digital Information.

7. Conclusion and Suggestions:

This study is about "A Survey of Digital Information Literacy of Users in Open University Library Collection". The Open University users are normally away from the university at the same time abundant of information providing technologies are developing. Using of these technologies for getting exact information is an important aspect, definitely users need training and educate them to use the digital resources for their needs. The open universities are given more dedication to spreading the knowledge of awareness of digital resources. Based on the findings, some of the following suggestions may be given for the improvement of using of digital resources in open universities or distance education mode users.

- 7.1. The university should teach the user how to search the information through digital resources. And also increase the digital literacy among the users by conducting different level of training or orientation programs.
- 7.2. The university has to promote for procuring more e-resources addition to its print collection.
- 7.3. Users should network with those who are already using digital resources i.e., sharing of knowledge.
- 7.4. More hands-on practice should be given to the users, to use digital information resources.

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The main theme of the 6th volume of GRANTHAKUTI will be as ***Library and Information Science (LIS) Education in India and abroad***. This volume can accommodate research papers on various sub themes under the main theme. Paper must reach the editor latest by 30th June, 2020.

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MICR No : **786027003**

Correspondence should be addressed to :

Mrs. Dipika Das

Librarian, Dibru College Central Library, Dibru College, Dibrugarh

P. O. : Boiragimoth, Dibrugarh-786003, Assam, India

09613919648/8638546043

Email : librariandipika79@gmail.com

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