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COLLECTION AND SERVICES OF INDIAN COUCIL OF PHILOSOPHICAL RESEARCH LIBRARY, LUCKNOW: A STUDY

Priyanka Mishra

MLIS, IVth Sem.

Department of Library & Information Science, Babasaheb Bhimrao Ambedkar University,
Lucknow

priyankamishra.pm76@gmail.com

Dr. Shilpi Verma

Assistant Professor & Supervisor

(Corresponding Author)

Department of Library & Information Science, Babasaheb Bhimrao Ambedkar University,
Lucknow

shipoo_lko@rediffmail.com

Mob: 8004000567

ABSTRACT

Collection development is a cluster of functions, which together shape holdings of a library. A library in an order to have effective service takes all care of produce relevant reading materials which should be the context of serviced, information and productivity. Relevant reading can ensure only in the Library as it has a well-defined policy. Users of special libraries are as the varied as the types of libraries they patronize. In ICPR library only professionals come which include research scholars, PG students and philosophical professionals. Besides, a wide variety of reader's services is given by the special libraries to its readers. The paper deals with ICPR Library collection and services in detail. The problems like Selection of collection, Appropriateness of collection, services available, Issue-Return Facilities, availability of various resources, physical facilities and other related issues are analysed. At the end, it was found that Staff is not enough in the library. The Library is housed in rented building but the LAN and WI-FI facilities are available in the library. The suggestions keeping in view the problems of the library are also given at the end.

Keywords: *Collection, Services, ICPR Library*

1. INTRODUCTION

The special library of special institute plays a vital role for developing country, like India. Users of the library want to get the right information at the right time but increase in the size and complexity of the information pose the user some obvious questions, such as how to approach to the system of information retrieval of books information, how to search the documents. This can be done through the better management of collection, better organizational setup and with the modern services.

According to Dr. S. R. Ranganathan, the libraries must fulfill the laws of the library science for betterment of the society. The first law is books are for use, in the law the term use shows to make libraries services effective on adequate knowledge about the users their needs, wants etc. Library has good collection and libraries provided every latest development in their subject related field.

Collection Development is one of the most challenging processes of the library profession where by the library staff collects a variety of materials to meet the demand of its users. The term collection has undergone considerable change within the field of librarianship "collection development policy" and "acquisition policy" are the terms used interchangeably. They are by no means .They represent a hierarchy in which collection development is planning function placed at the highest level. Selection is the level of decision making and acquisition of various materials, selection, decisions and collection development plans. Hence collection and acquisition policies are independently different form the of the collection development plan.

2. OBJECTIVES OF THE STUDY

The objectives of the study are as follow:

- a) To know about the type of collection and services provided by ICPR library.
- b) To know the collection development policy used by ICPR.
- c) To know the status of library in various area like acquisition and reference.
- d) To know the status of library automation.
- e) To know the any special service provided to the user.
- f) To know about the various resources either print or e-resources present in the library.
- g) To know the satisfaction level of user.
- h) To know the problems faced by user in getting services.

3. SCOPE AND METHODOLOGY

This study is based on the various aspects related with the nature and functioning of the Special library in Lucknow. In the study the efforts have been made to know about the establishment collection, services and acquisition of the Indian Council of Philosophical Research Library in Lucknow . The study has been conducted by the survey method for this purpose, a questionnaire has been prepared after due consideration so that all the related data is made available accurately and effectively. The data was collected from User as well as Librarian to verify the facts. An analysis has been made after collecting the relevant data and some suggestion have been made for the improvement and better function of the library so that it can play an important role in reaching its goals.

4. PROFILE OF ICPR LIBRARY

Indian Council of Philosophical Research (ICPR) was established in 1977 by the Ministry of Education, Government of India as an autonomous Organization designed to bring back the entire tradition of Indian philosophy to its pristine and original form and provide required impetus to nurture and promote new thinking through its intensive programs of research. This was the result of the decision of a Committee which had been formed to look into the possibility of raising a body like ICSSR and ICHR exclusively for the discipline of philosophy, for the preservation of India's profound, long and living philosophical tradition. Considering the uniqueness and importance of the subject which was all comprehensive and holistic, the Committee felt the need to strongly recommend that in order to protect the greatest achievements which are recorded in the field of philosophy in India and also preserve deep profundities of its culture, there was a need to evolve a Governmental Institution as ICPR. An argument crucially advanced was that if there is one single factor which would command respect and attention from the contemporary world, it would be none other than the profound wisdom contained in Indian philosophy.

4.1 Collection:

At present the Library is having approx. 50100 numbers of documents, including books, reference books, periodical and manuscript.

4.2 Library services

The library provides different types of services these are:

- Reference service
- Current awareness service
- Internet
- Reprographic service (the Library is providing Reprography service to its readers on demand at very nominal cost).
- OPAC

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4.3 Library staff

Total no of staff member is 05.

4.4 Users

The total no. of user/readers is approximately 679. Library including Local as well as outstation readers

4.4 Funding/Finance

The funds of the Council will consist of the following:

- (a) Grants made by the Government of India for the furtherance of the objects of the council
- (b) Contributions from other sources;
- (c) Gifts, donations, benefactions, bequests or other transfers;
- (d) Receipts of the Council from other sources;
- (e) Income from the assets of the Council.

5. DATA ANALYSIS OF LIBRARIAN QUESTIONNAIRE

Table 1.1: General Information about Library

Name of library	Indian Council Of Philosophical Research Library, Lucknow
Year of establishment	1983
Website	www.icpr.in
Email address	icprlkw@gmail.com
Phone No.	2392636
Fax	-
Timing	10:00 a.m to 5:30 p.m
No of holiday in a year	All as per Government of India circulation
Reading room is open in holiday	No

The above table shows the name of the library ICPR Lucknow is established in 1983 and it is an autonomous organization. The timing of library is 10:00 to 5:30 from Monday to Friday.

Table 1.2: Total No of Library Staff

Librarian	None
Assistant Librarian	1
Deputy Librarian	None
Cataloguer/Classifier	1
Professional Assistant	None
Semi – Professional	None
Library Assistant	None
Library attendant	3
Total	5

In the table 1.2 shows 1 assistant librarian , 1 cataloguer, 3 library attendant but there is no librarian, deputy librarian, professional assistant, semi – professional and library assistant.

Table 1.3: Technical Processing

Scheme	Technical method	Status
Classification scheme	DDC	Fully
Catalogue card	AACR-2	Fully
Catalogue form	OPAC	
Circulation system	Book not issued being a special library	Books issued in special circumstances only on depositing Rs. 500/- security

In the following table library using OPAC form for cataloguing, AACR-2 and DDC for cataloguing and classification.

Table 1.4: Library Membership Detail

Registered library users	679
Library membership fee (Rs.)	10 Rs.
Membership card valid for	1 year
Provide lifetime membership card	No
User visit the library daily	3-4

The above table shows that the total number of library users is 679 and the membership is valid for 1 year by the payment of Rs. 10 only.

Table 1.5: Book Selection and Acquisition

According to quality	Yes
According to availability	No
According to Price of the book	No
According to Prescribed syllabus	No
By analysing the content of the book	No
By publishers reputation	No
By popularity of the documents	No
Recommended by experts	Yes

In the above table library prefer the selection of books which are recommended by experts, and according to quality.

Table 1.6: Problem Faced while Selecting the Reading Material

Time lag	No
Books market value factor	No
Language	No
Frequently revision of exchange rates	No
All of them	No
Any other	As per budget

The table 1.6 shows that the selection of reading material mainly depends on the availability of budget.

Table 1.7: Availability of Collection

Textbook	×
Reference book	√
General books	√
Any other	×

The above table shows that collection is mainly of reference and general books.

Table 1.8: Type of Collection Available in the Library

S.NO	TYPE	YES	NO	TOTAL VOLUME
01.	Books	√		35,000
02.	Periodicals	√		10,000
03.	News Papers		√	
04.	Reference books	√		5,000
05.	Story Books		√	
06.	Govt. Documents		√	
07.	Microforms		√	
08.	Manuscripts	√		1,00
09.	Literature		√	
10.	Special collection		√	
11.	Maps& other Printed materials		√	
12.	E-books/ E- journals		√	
13.	Magazines		√	
14.	Any other type		√	
15.	Your total library collection			50,100

In the above table library has rich collection of books, periodicals, reference books and manuscripts. Library has 35,000 books, 10,000 periodicals, 5,000 reference books, 100 manuscripts. Total collection is 50,100.

Table 1.9: Appropriation of Library Collection

Subject matter	Yes
Level of treatment to cater to the needs of community served	No

The table shows that the collection of library is appropriate in terms of subject matter.

Table 1.10: Selections of Books

According to user	No
According to staff	No
According to expert	yes
According to bibliography	Yes
According to catalogue	No
All of them	No
Any other	No

In the above table selection of the books is mainly done according to user and bibliography.

Table 1.11: Number of Equipment

Photocopier	Yes
T.V	No
Scanner	Yes
O.C.R	No
Fax	No
Type writer	No
Projector	No
C.T.D	No
Computer	Yes
Printer	No
VCR/CD player	No
Telephone	Yes
Any other	No

Table 1.11 shows that library provides the facility of photocopy and it has scanner, telephone & computer.

Table 1.12: Non Print Material

Non- print material	Yes/No
Floppies	No
CD-ROM	No
Microforms	No
Micro Fitch	No
Optical disk	No
Databases	No
Online network	No

The above table shows that the library does not have any non- print material.

Table 1.13: Services of Library

Services	Yes /No
Circulation	No
Reference	Yes
CAS	Yes
SDI	No
Abstracting & indexing	No
Bibliographic	No
Audio visual	No
Internet	Yes
Inter library loan	No
Reprographic	Yes
Translation	No
OPAC	Yes
Referral service	No
Microfilming	No
Any other	No

The table 1.13 reveals that reference, CAS, internet, reprographic and OPAC service is provided by the library.

Table 1.14: Other Services

Services	Yes/No	Type
Resource Sharing	No	-
Library Network	Yes	LAN
Internet Facility	Yes	-
Providing internet connectivity for their user	Yes	WI-FI

The table shows besides general services library also provides internet connectivity for the user.

Table 1.15 A: Library Automation

Library is automated	Yes	Partially
Type of library software	-	Commercial Software
Name of Software	-	SOFTGRANTH

Table 1.15 B: Library Software

Acquisition	√
Circulation	×
Serial Control	√
OPAC	√
Administration	×
Indexing	×

The above tables reveal that library is partially automated and SOFTGRANTH software is used and the modules used are acquisition, serial control and OPAC.

Table 1.16.1: library is house in

Independent building	×
Dependent building	×
In lease	√
Any other	×

Table 1.16.2: Facilities provided by Library

Facilities for the user/staff	YES	NO
Your library have back up electricity plan	√	
Do you have proper seating arrangement	√	
Your library have Ac/cooler Room facility for user	√	
Whether adequate to stack the collection	√	
Standard library furniture available	√	
Seating capacity (In term of reading room)	20-30	
Security and Disaster mitigation measures taken	√	
Do you have catalogue room		√
Do you have separate stack room		√

The above table reveals that the seating capacity is 20-30 with adequate collection, standard furniture with good seating arrangement. Library has good electricity backup plans with the facility of Ac. Library does not separate stack room.

Table 1.17.1 Annual Budget of Library

Material	2012-2013	2013-2014	2014-2015	2015-2016
Books	5.00 lakhs	5.00 lakhs	5.00 lakhs	5.00 lakhs
Periodical	30.00 lakhs	30.00 lakhs	30.00 lakhs	30.00 lakhs
Total	35.00 lakhs	35.00 lakhs	35.00 lakhs	35.00 lakhs

Table 1.17.1 shows that the budget of library for books is 5.00 lakhs and periodicals 30.00 lakhs.

Table 1.17.2: Purchase of Material

	Vendor	Tender	Any other
Books	√	×	×
Periodical	√	×	×
Total	×	×	×

The above table shows that books and periodicals are purchased by vendor not by other means

Table 1.17.3: Finance Provided to the Library

State Government	×
University grants commissions	×
MHRD	√
Private body	×
Any other	×

The table shows that library is financed through MHRD.

6. Analysis Data Collected from the User

On the basis of the collected data with the help of questionnaire method the data is analyzed and the tables are given below.

Table 1: Respondent Rate

Respondent	Total Number of Questionnaire		Male	Female
	Distributed	Received		
User	50	40		
Total	50	40		

The table shows that out of fifty distributed questionnaire only forty respondents gave the response. The data shows that the 40% data filled by the male and the remaining by the female.

Table 2: Type of Users

Research	22	55%
P.G students	9	22.5%
Faculty	4	10%
Other	5	12.5%

The table shows that data is filled by 55% researcher, 22.5% P.G students, 10% faculty member and 12.5% other members.

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Table 3: Library Visit

Daily	17
2-3 times in a week	12
Once in a week	8
Seldom	3

The above table shows that library is visited by 42% user daily, 30% 2-3 time in a week, 20% once in a week and 8% by seldomly.

Table 4: Main Purpose of Library Visit

For study purpose	10
For research purpose	22
To borrow books	5
To spend leisure time	3

The above table shows that 25% visitor visit the library for study purpose while 55% for research, 12% for lending books and 8% for spending their leisure time.

Table 5: Problems do you face while using resources

Lack of training	14
Non cooperative attitude of staff	12
Insufficient number of computer	8
Generation of redundant information	6

The above table shows that 35% user face problem due to lack of training, while 30% user face problem because of non-cooperative attitude of staff, 20% due to insufficient no of computer and 15% due to generation of redundant information while accessing resources.

Table 6: User Satisfaction

Extremely satisfied	16
Satisfied	13
Less satisfied	7
Unsatisfied	4

The above table shows that the satisfaction level of collection in the library. 40% users are extremely satisfied, 32% satisfied, 18% less satisfied where as 10% user are not satisfied with their collection.

Table 7: Library Services

Reference service	12
Circulation service	9
Referral service	-
Inter library loan	-
Current awareness service	10
Selective dissemination service	-
Abstracting & indexing service	6
Bibliographic service	-
Translation service	3

The above table shows that the user used the reference service, circulation service, current

awareness service, abstracting service and translation service.

Table 8: Reference Section Satisfaction Rate

Yes	28	70%
No	12	30%

The above table shows that 70% users are satisfied with the reference service and 30% user are not satisfied.

Table 9: Satisfied with the services provided by Library

Extremely satisfied	15
Satisfied	11
Less satisfied	8
Not satisfied	6

The above table shows that 37% users are extremely satisfied, 28% satisfied, 20% less satisfied while 15% are not satisfied with the services provide by the library.

Table 10: Satisfaction with the physical facilities of Library

	Yes	%	No	%
Location	21	52.5%	19	47.5%
Arrangement of books	25	62.5%	15	37.5%
Furniture and equipment's	30	75.00%	10	25.00%
Lighting and ventilation	31	77.5%	9	22.5%
Cleanliness	32	80.00%	8	20.00%
Reading room	28	70.00%	12	30.00%

The above table reveals that 52% users are satisfied with the while 47.5% are not. 62.5% with arrangement of books, 75.00% users are satisfied with furniture and equipment, 77.5% with lighting and ventilation, 80% with cleanliness and 70.00% with reading room where as 37.5%, 25.00%, 22.5%, 20.00% & 30.00% users are not satisfied the physical facilities of library.

Table 11: Satisfied with the arrangement Reading Material

Reading Material	Yes	%	No	%
Text book	18	45.00%	22	55.00%
Reference book	29	72.5%	11	27.5%
Book in stack	32	80.00%	8	20.00%
Reports	24	60.00%	16	40.00%
Thesis/ dissertation	27	67.5%	13	32.5%

The above table shows that 45.00% user are satisfied with the arrangement of text book, 72.5% with reference book, 80% with books in stack, 60.00% with reports, 67.5% with thesis/dissertation whereas 55.00%, 27.5%, 20.00%, 40.00% 32.5% users are not satisfied with the arrangement of materials.

7. CONCLUSION

As a result of this study it was found that the library staff is not adequate as per the norms. Only two professionals and three other members are working in the library. They are having their separate building on lease. The library of ICPR is partially automated. The library has adequate number of printed collection whereas non-print collection is almost nil. The library offer services like reference CAS, reprographic service and OPAC. The library provide following equipment like computer, scanner, printer and photocopier. They provide LAN and Wi-Fi service to the user.

8. SUGGESTIONS

- To appoint the adequate qualified staff should be appointed and to provide good training of professional and non-professional staff for the best library services.
- No one wants to visit a library where the staff is rude and unhelpful. When creating usable design, think about your users and how they'll be utilizing what you create.
- To provide special fund for library automation according to user demand.
- Most visitors to your library's website will be looking for items, so be sure to make it easy for them to find what they're looking for right away.
- When users search for an item, let them know how many you have available, or when they're expected to be back in the library.
- The library should provide CD-ROM databases, online access to books, Journals and internet services and other electronic resources easy ways.
- If you don't have a book or item within your library, offer a function that allows users to connect with a library that does.
- Create a protocol for weeding out unused or unnecessary items so that the ones you actually need will be more prominent.
- Make e-books available in your collection, and users can take advantage of a new way to enjoy books.
- Make sure that you always have enough staff on hand to meet the needs of your library's users.
- Encourage your staff to seek out additional education in new technology, and other courses that will help them in the library.
- Library should provide extra grant for develop modern library like digital library and virtual library.

- Library should develop a perfect policy for collection development and weeding out of old collection.
- Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community.

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