

PAPER:B107
UNIT:III
COLLECTION DEVELOPMENT

PROF. PARAMJEET KAUR WALIA

INTRODUCTION

The library is an important centre of learning in the society which fulfills the information needs of various categories of users. It is also considered as the central point in any institution. It procures various types of information sources as per the requirements of its clientele. The success of a library depends on the quality and adequacy of its' collection. Hence collection development is an important function of a library. "It is a dynamic and continuous activity and the librarian, the subject experts and users play a very significant role in this process. Collection building involves number of activities through which a library acquires all types of information sources by implementing its' collection development policy" (Heartsill,1983).

DEFINITION OF COLLECTION DEVELOPMENT

Collection development is defined as “the process of identifying the strengths and weaknesses of a library’s materials collection in terms of patron needs, community resources, and attempting to correct existing weaknesses, if any” (Evans & Saponaro, 2012).

For developing the collection, a library has to analyze its user’s need. Users can be encouraged to give their recommendations to library for procurement of information sources for which library can utilize the direct (users’ suggestions through interviews and questionnaires etc.)and indirect methods(such as objectives of the institution, usage statistics etc.).

In order to develop a balanced collection, it is necessary to formulate the CDP.

COLLECTION DEVELOPMENT POLICY

Collection Development Policy (CDP) may be defined as written guidelines about collection building in a library, which describes several instructions related to the process of collection development in the library. These guidelines pertain to procurement of various types of information sources, allocation of budget, procurement procedures about information sources, evaluation of library collection, weeding out policy, resources sharing, etc.(Johnson,2014). It also provides information about nature and scope of the collection, the aim of collection development process, collection priorities, etc. CDP describe the objectives, missions of the libraries and also describes the current collection in terms of strengths, weaknesses and focus on future goals of collection development in libraries.

PRINCIPLES OF BOOK SELECTION

Selection of information sources is both an art and a science. Eminent scholars in the field of Library and Information Science propounded the following Principles of Book Selection :

1. Drury's Book Selection Theory

It was enunciated by Drury in 1930. It states “to provide the right book to the right reader at the right time”. The reader is the central theme. The selector should know the readers and their requirements. Besides, a library should evaluate its collection regularly and discard unused books from its collection. It should also use various selection tools such as publishers’ catalogue, exhibitions, books on approval, advice from individuals, visits to book agents, etc. during the selection process(Drury,1930)

PRINCIPLES OF BOOK SELECTION CONTINUED...

2. Ranganathan's Book Selection Theory: The first four laws by Ranganathan support the principles of book selection in libraries. The first law, “book are for use”, emphasize on the selection of only those documents that satisfy the needs of library users. The second law, “every reader his/her book”, directs the selectors to fulfill the needs of library users. The third law, “every book its reader”, suggests that all efforts should be made to use all the books available in the library. The fourth law, “save the time of the reader”, suggests the provision of books to readers without wasting their time (Ranganathan & Gopinath, 1966).

PRINCIPLES OF BOOK SELECTION CONTINUED...

McColvin's Theory of Book Selection :

McColvin theory of book selection is also known as “Demand Theory of Book Selection”. It suggests that the selection of books is based on the principle of demand and supply, where demand refers to the kind of books the users of library require or requests. On the other hand, supply refers to varieties of titles of books which libraries procure and provide them to their users. It also suggests that the collection of books in a library should be complete, latest and balanced with regard to the subject and its intended scope. The first principal of McColvin's theory is “representation must be comprehensive of and in proportion to demand and not subject”. His theory of books selection emphasizes that books in themselves are nothing until they are made serviceable by demand (McColvin, 1925).

PRINCIPLES OF BOOK SELECTION CONTINUED...

4. Dewey's Book Selection Theory

According to Dewey's Book Selection Theory, a library should select the documents within the allocated budget and should fulfill the needs of maximum number of users. It recommends the provisions of the excellent reading material for the largest community of the users at the least cost. He emphasized that the best material helps the library users to get knowledge, recreation and pleasure in reading (Khan, 2009).

SELECTION PROCESS IN COLLECTION DEVELOPMENT

Selection of the library material is a very important process. Conventionally, this was carried out by library staff rather than the faculty members in the university libraries in the mid of 20th century (Dougherty, 1989). The phrase “who selects the materials in the library” has always been an essential issue in the collection development process of the library. A collection development is a joint activity of staff and faculty members in most of the university libraries. Good knowledge, skills and good tools/aids are required to select the appropriate resources in selection process of collection development. It has always been a challenge for libraries to build sound and balanced collection with the limited budget. The selection of library material includes finding out the appropriate selection tools, followed by recommendation of the resources by the faculty members (Khan & Bhatti, 2016).

SELECTION PROCESS IN COLLECTION DEVELOPMENT CONTINUED...

Besides, the library professionals and faculty members, research scholars and students also play a crucial role in the selection process of collection development. Every library has a limited budget, therefore, libraries have to procure qualitative material within the budget in the form of not only books and journals, but also other materials such as periodicals and serials, government documents, reference books, patents and standards, pamphlets, maps and non-print resources like e-resources, audio-video materials, etc.

SELECTION PROCESS IN COLLECTION DEVELOPMENT CONTINUED

In this process, a selection committee must identify the needs of the users in terms of information required, as well as in terms of subjects and specific types of material. Secondly, they have to keep in mind the restricted budget in procurement of the required resources. Thirdly, it has to develop a plan for acquiring potential documents for the library after the consultation of faculty, subject experts, etc.

BOOKS' SELECTION TOOLS

Selection tools help the library authorities to select and prepare the subject-wise list of books and other collection. A librarian may distribute such selection tools to respective departments, subject experts and ask them to recommend books for the users. Such selection tools contain the entire bibliographic information and at times may also provide the abstract of the title. Such tools are published by publishers, commercial agencies and media producers for the sake of libraries.

BOOKS' SELECTION TOOLS CONTINUED...

These include publisher's catalogs, national bibliographies, online databases, current trade bibliographies, reviewing sources, books exhibitions, etc. It would be very hard for a library to select books in the absence of such tools. Such selection tools are compared with reference to their characteristics, advantages, disadvantages, etc. (Evans, 2004) and are enumerated in the following slides:

BOOKS' SELECTION TOOLS CONTINUED...

- I) **Publishers' Catalogues:** The objective of any publisher is to promote the sale of his publications. For this he brings out seasonal catalogues, book lists and leaflets. The leaflets, which also called blurbs, describe the contents and salient feature of the document. The description usually attempts to make the document more attractive by emphasizing its good points and glossing over its deficiencies.

- II) **Booksellers' Lists:** Booksellers also issue lists for the books in their stock.

BOOKS' SELECTION TOOLS CONTINUED...

- II) **Subject Bibliographies:** Subject bibliographies are useful selection tools for professionals with a subject background of the field, these bibliographies could be of great value in selection and collection development.
- III) **(IV) Trade Bibliographies :**Trade bibliographies provide information available for sale, issued by distributors or publishers.

ACQUISITION OF BOOKS

Acquisition of books in the libraries is an important task, which involves a series of routine operations performed according to systematic procedures. The procedure of selecting, ordering & receiving materials through purchase, exchange or gift . It also include budgeting and negotiation with publishers, dealers and vendors.

OBJECTIVES OF ACQUISITION SECTION

The objectives of acquisition differs from library to library, but the following are considered to be of general applications (Mittal, 1984) :

- (I) A library should acquire and provide all the relevant reading material to its clientele so that the basic functions of a library are fulfilled.**
- (II) A library should acquire all the other books on the related topics.**
- (III) A library should contain all the reading material pertaining to the library and culture of a particular country, city, place or institute .**

ACQUISITION SECTION: GOALS

- **To acquire material as quickly as possible.**
- **To maintain a high level of accuracy in all work procedures.**
- **To keep work processes simple.**
- **To achieve the lowest possible unit cost.**
- **To develop close, working relationships with other library units.**

FUNCTIONS OF ACQUISITION SECTION

The following are the function of an acquisition librarian in addition of his general duties:

- **To develop procedures to meet the needs of the library.**
- **To make recommendation to the faculty concerning book selection.**
- **To notify the faculty of the non- expenditure of book funds.**
- **To read and appraise book and other material and make recommendation for their acquisition.**
- **To supervise handling of all gifts and exchanges coming into the library.**

PROCESS OF PROCUREMENT OF BOOKS

Academic library procures all types of books which are text books, reference books, light reading books, encyclopedias, yearbooks, etc. However, no library in this world has a sufficient budget to procure all the books to fulfill all the needs of its users. Hence, most of the libraries acquire the resources through purchases, donations or library exchange programmes which are mentioned below:

- i. Acquisition through purchase**
- ii. Acquisition through donations**
- iii. Acquisition through exchange**

PROCESS OF PROCUREMENT OF BOOKS IN LIBRARIES CONTINUED..

I) Duplication Checking

Before proceeding to order the books staff have to check that these books already available in the library or not. This is called duplication checking. If those books not available in the library then give order for those books.

II. Order work

For ordering the books the staff is required to make the book selection slip which contains the information about the books such as author, title, publisher, year, price, recommended by, etc. Before ordering, the price of the book is checked from publisher's catalogue or website. If the price matches then the order is placed to the vendor. After preparing the final list of books to be procured, the library select a list of vendors to whom the orders has to be given(Tedd & Carrin, 2012) .

PROCESS OF PROCUREMENT OF BOOKS IN LIBRARIES CONTINUED...

Then, the original copy is sent to the bookseller, the second copy is sent for information to the head of the department or other person who recommended the books . The third copy is kept in the office file.

III) Receipt of Books :The bills are received either by the librarian who sends the same to the Acquisition section for necessary action or these are received direct by the in -charge , Acquisition section.

IV) Checking of Bills: The bills are checked with the order list which is lying pending in the order processing file. The books are tallied with the bills and the order list and their edition and imprints are verified(Evans & Sandra, 1994).

PROCESS OF PROCUREMENT OF BOOKS IN LIBRARIES CONTINUED...

VI) Physical Processing

After recording the entry of a book in the accession register the accession no. is written on books as per accession register then put stamp of the library in three places title page, back of title page, last page of the book and one secret page decided by the library. In physical processing, labelling and pasting of issue slip, book cards, book pockets and spine label are pasted (Edem, 2010).

CONCLUSION

From the above discussion, it is clear that the library authorities must formulate collection development policies for both, print as well as non-print resources in accordance with the mission and goals of the institutions. The librarians should also get feedback from their users on a regular basis and thereafter, develop specific criteria for the evaluation of such resources. The CDP of the library should be communicated to different types of library users, especially those involved in the collection development activities. Library is a system which provides best service to the users. There are various sections and each section is very important but the acquisition section is the most important section as it deals with procurement of information resources for the users

References

Chapman, L. (2004). *Managing acquisitions in library and information services*. Facet publishing.

Dougherty, R. (1989). *Collection management: Current issues*. New York: Neal Schuman.

Drury, F. K. W. (1930). *Book selection theory*. Chicago: American Library Association.

Dubicki, E. (2008). Weeding: Facing the fears. *Collection Building*, 27(4), 132-135. Retrieved from <http://dx.doi.org/10.1108/01604950810913689>

References continued...

- Evans, G. E. (2004). *Developing library and information centre collection* (4th ed.) (Library and Information Science Text Series), Colorado: Libraries Unlimited.
- Evans, G.E., & Sandra, M. H.(1994). *Acquisition process: From introduction to technical services* (6th ed.) Englewood, Colo.: Libraries Unlimited.
- Evans, G. E., & Saponaro, M.Z. (2012). *Collection management basics* (6th ed.). Santa Barbara: Libraries Unlimited.
- Fombad, M., & Matula, S. M. (2003). Collection development practices at the university of Botswana library (UBL). *Malaysian Journal of Library & Information Science*, 8(1), 65-76. <http://ejum.fsktm.um.edu.my/article/248.pdf>
- Heartsill, Y.(Ed.). (1983). *ALA glossary of library and information science*. Chicago: American Library Association

References continued...

Johnson, P. (2014). *Fundamentals of collection development and management.* (3rd ed.). American Library Association.

Khan, A. M. (2009) *Collection development and services of central universities libraries in U.P.*

<http://shodhganga.inflibnet.ac.in/handle/10603/52333>

Khan, G., & Bhatti, R. (2016). An analysis of collection development in the university libraries of Pakistan. *Collection Building*, 35(1), 22-34.

<http://dx.doi.org/10.1108/CB-07-2015-0012>

McColvin, L. R. (1925). *The theory of book selection for public libraries.* London: Grafton & Co.

References continued...

Mittal, R. L.(1984).*Library administration theory and practice*. (5th ed., with corr.). New. Delhi: ESS ESS Publications.

Ranganathan, S. R. & Gopinath, M. A.(1966). *Library book selection*.(2nd ed.). Bombay: Asia Publishing House

Tedd, L. A. & Carin, W. (2012, May). Selection and acquisition of e-books in Irish institutes of technology libraries: A study. In *Aslib proceedings: New information perspectives* (Vol. 64, No. 3, pp. 274-288). Emerald Group Publishing Limited.

<http://dx.doi.org/10.1108/00012531211244590>