COLLECTION MANAGEMENT

Unit 2 – MLIS 110(b)

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Library Collection

- Encyclopaedia of Library and Information Science says " **Library Collection** is the sum total of library materials – books, manuscripts, serials, government documents, pamphlets, catalogues, reports, recordings, microfilm reels, micro cards and microfiche, punched cards, computer tapes, etc. – that make up the holdings of a particular library".

Collection Development

- Collection development is one of the most important activities of a library and information centre, be it small and specialised, large and academic, or spread over many sites.

- It is the composition and size of a collection that is a major determinant of the importance, value and quality of a library.

- At the root of all collection development in libraries, the goal is to procure those materials that will meet the diverse needs of their users.

- As defined by Evans, it is the process of making certain that the library meets the information needs of its user population in a timely and economic manner, using information resources produced both from inside and outside the organization.

- It is a most important process of library. In which increase the reading materials of library for satisfaction of reader approach.

Collection Development

- ***Encyclopedia of Library and Information Science*** says " Library Collection is the sum total of library materials – books, manuscripts, serials, government documents, grey literature pamphlets, catalogues, reports, recordings, microfilm reels, microcards and microfiche, punched cards, computer tapes, etc. – that make up the holdings of a particular library"

- Collection development in a library therefore would mean building up and improving the collection in that library. Earlier librarians were concerned merely with acquisition and preservation of reading materials.

- At that time number of documents was more important than the information they contained. That is to say quantity was given most importance in a library. There is a change in this outlook now. User needs have gained importance now. The term Collection Development has evolved to emphasize the need to respond to user's needs.

Collection Development

- **_Bloomfield_** (1987) says "to meet the demands, librarians have evolved theories of collection development, which imply a more active role in managing libraries collection and indicate that the role may change and develop in response to changing conditions". With the change in our outlook towards library and information services we are now more conscious of user needs; usefulness of information, available with us, and exhaustive and expeditious dissemination of information.

- **_Harrod's Librarian's Glossary_** (6th edition) defines collection development as "the process of planning a stock acquisition programme not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years, to meet the objectives of the services".

- Collection development is sometimes considered as synonymous to "Collection Building" which means that there is already nucleus of collection in the library and the librarian is going to build up the collection. But collection development is a term other than collection building, since the word development implies qualitative improvement of the collection.

Purpose of Collection Development

- Selecting best and useful documents for readers.

- Providing better and new information according to approaches of readers

- Periodic reviewing to un-useful and old documents for withdrawal into stock.

- Spending money only on useful reading materials according to systematic plan.

Periodicals

- The periodicals collection supports the Library curriculum as well as providing a core collection of general interest periodicals.
- Periodicals are primarily acquired through online databases. New print subscriptions are only acquired after careful consideration by the faculty librarians.
- Cooperative acquisition of electronic periodicals databases is actively pursued.
- All periodicals are serials, which issued at regular intervals an specific periodicity
- Intended to continue indefinitely; Include newspapers, magazines, journals, and trade publications

Grey Literature

- Grey literature has an important place in the collection development policy of the library.
- Grey literature is research that has not been published commercially and is therefore not necessarily searchable via the standard databases and search engines.
- Much grey literature is of high quality and can be an excellent source of up to date research in certain subject areas.
- Grey literature is important not only in academia but also in society as a whole.
- Grey literature as "that which is produced on all levels of government, academics, business and industry in print and electronic formats, not controlled by commercial publishers"
- Grey literature is, by its nature, difficult to locate.
- Grey literature is an important source of information that the academic library needs to acquire and make them accessible for their users
- Grey literature is sometimes available through exchange agreements with other organization or by subscription.

Characteristics of Grey Literature

- No primarily produced for commercial publications.
- Difficult to acquire
- Not part of a major distribution channels
- Do not have any ISBN or ISSN
- Not peer reviewed

Conference Literature

- A conference is a meeting where people in specific subject fields get together and share information by having discussions, presenting papers, posters, etc.

- Reports/proceedings of a conference provide information about a conference and are also the published form of the papers that were presented at the conference.

- Conference papers and proceedings can provide very useful information.

- They usually contain the latest and newest research and findings by specialists in a particular field. They are usually published in book format, sometimes in a number of volumes depending on how many papers were presented or submitted.

- They are useful sources of primary information, as they present research at an early stage, before journal articles have been published.

Government Publications

- Reports from government labs or government-sponsored research provide a wealth of scholarly information.

- Some areas of research are more likely to have government documents relevant to their field. For example the Environmental Protection Agency produces many items of interest to environmental engineers.

- Federal depository libraries will usually have a librarian designated to manage the government documents collection.

- Government document as any publication that is printed by government expenses or published by government authority or body.

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The government publication may be taken to records of the following activities of government:

- ☐ Executive

- ☐ Legislative

- ☐ Judiciary

- ☐ Research organizations sponsored by government

Non-Book Material

- Non-Book Material includes all those material which is not bound in a book.
- It extends the range of senses in exploring documents for information.
- The storage of Non-Book materials differs greatly from that of books.
- Materials that is not totally dependent on the printed words to transmit data or the printed words to transmit data or information.
- These kinds of resources have a wide range of data and significant information as well.
- Non-book resources have various formats and carriers of audio visual, cartographical, three dimensional and graphics materials.
- Non-book materials can frequently use as the means of recording information and events and to analyze the immediate and also used in historical archives.

Types of Non-Book Material

- Cartographic Materials Examples: map, globe
- Manuscripts Examples: typescript, hand writings
- Music Examples: piano score, vocal score
- Sound Recordings Examples: cassette tape, phono disc, CD, MP3
- Motion Pictures and Video recordings Examples: films, VHS, VCD, DVD
- Materials Graphic Materials Examples: chart, picture, slide, filmstrip, transparency, flash card
- Electronic Resources Examples: Computer data, computer program
- Microforms Examples: microfiche, microfilm
- Continuing Resources Examples: journal, magazine, newsletter, annual report

Electronic Resources

- According to AACR2, 2005 Update, an electronic resource is: "Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) ora connection to a computer network (e.g., the Internet)."

- An electronic resource is defined as a resource which requires computer access or any electronic product that delivers a collection of data, be it referring to full text bases, electronic journals, image collections, other multimedia products and numerical, graphical or time based, as a commercially available title that has been published with an aim to being marketed.

- The different types of e-resources are, E-books, E-journals, Databases, CDs/DVDs, E-conference proceedings, E-Reports, E-Maps, E-Pictures/Photographs, E-Manuscripts, E-Theses, E-Newspaper etc.

Need of E-Resources

- To get access to an information source by the more than one users;
- E-Resources can be searched quickly;
- These can be found easily by the user;
- These resources can be stored in huge amount;
- Amount of time spent on the E-Resources use;
- Analyses the purpose of using e-resources by respondent
- To collect, store, organize information in digital form.
- To promote efficient delivery of information economically to all the users.
- To encourage co-operative efforts to save and share the investments in research resources, computing and communication network.

Selection of E-Resources

- To know the needs of users.

- To know content and scope of e-resources.

- To examine quality of the e-resources and search facility among them.

- To maintain cost effectiveness.

- To check either subscription based or web based at the time of purchasing.

- To check the license copy.

- To evaluate educational support and training.

- To check the compatibility and technical support.

Characteristics of E-Resources

- Access to every document by anyone; from any where
- Retrieval of e-resources is quicker than print resources
- The users can be guided to the document by providing a link.
- Easy to search the text
- The collection available in electronic format can be of any media.
- Ownership not that important
- In electronic environment the interaction between user and librarian is frequent.
- No defined user group
- The software can help the users in retrieving the desired information; hardly intermediate can help users

Types of E-Resources

- E-Book
- E-Journal
- E-Newspaper
- E-Magazines
- Indexing and Abstracting Databases
- Full text database
- Reference database
- Statistical database
- Image collection
- Multimedia products
- E-Thesis
- E-Clipping
- E-Patents

Online Databases

- Generally, databases refer to information which has been organized into a specific subject or type. For example, TSU Library's Online Catalog is a database which provides information concerning where a certain book may be located within the library.

- An electronic database in which the content is revised and/or augmented, usually on a regular basis, to provide current information or to add recently published sources and also designs to provide information about a very specific topic, as opposed to a range of topics, usually for a limited audience.

- Most journal databases are updated on a regular basis as new issues are published and indexed. Most databases used in libraries are catalogs, periodical indexes, abstracting services, and full-text reference resources leased annually under licensing agreements that limit access to registered borrowers and library staff (ODLIS).

- There are many, many different types of electronic databases in the world today, including statistical databases, image databases, and others.

- These databases are becoming very important these days as they are more up-to-date, and can be accessed anywhere, crossing all geographical boundaries. Such electronic databases are very valuable and useful for time-saving while conducting R&D activities.

Types of Online databases

Bibliographic databases

- Information provided by bibliographic databases may contain items such as Author, Title, Publisher, Publication Date, Volume and Issue Numbers, and other items.

- These records are often referred to as citations.

- Sometimes these records include abstracts (summaries) or descriptions of items.

Full-text databases

- These databases are called full-text because they contain the complete text of the articles and/or journals they index.

Numeric Databases

- As the heading implies, these databases provide numeric data, which includes statistics, census information, and other data. For example, Census Data provided by the U.S. Bureau of the Census includes birth and death statistics, along with other types of numerical data.

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Image Databases

- These databases provide access to art prints, animations, photographs, and other types of images.For example, the Library's Virtual Reference web page provides a Nursing and Medicine link which will take you to a list of nursing and medical websites.

Audio Databases

- These are databases which provide access to audio clips to music and sound effects. For example, the Library's Virtual Web Page would provide access to the Internet Public Library Listening Room where you may listen to and watch the videos of Ray Brooks, Steve Wood Quintet, Pamela Wise, and others through software programs such as Real Audio.

Subject Area

- Some databases cover specific subject areas or disciplines such as education, psychology, nursing, engineering, and others.

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Thank you!