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K. Information to
23/12/94

F.No.Estt.E4-2462-90.

Office of the Director of
Collegiate Education,
Vikas Bhavan,
Thiruvananthapuram.

Dated: 7-12-1994.

From

THE DIRECTOR OF COLLEGIATE EDUCATION.

To

The Principals of Government
and all Private Arts and Science
Colleges

Sir/Madam,

Sub:- Expert Committee on College Libraries-imple-
mentation of recommendations - Copy of the GO forwar-
ding ~~of~~

Ref:- GO (MS) No.169/94/H.Edn dated 22-11-94.

I am forwarding the copy of the GO referred to above
for information. I request you to circulate the same among
all Departments and Librarians of your college for imple-
menting the scheme with immediate effect.

Yours faithfully,

Sd/-

DEPUTY DIRECTOR OF COLLEGIATE EDN.

Approved for Issue

Ranchides

Superintendent.

Copy to:

1. File
2. Stock file.

GOVERNMENT OF KERALA

Abstract

Higher Education - Expert Committee on College Libraries -
Implementation of recommendations - Orders issued.

HIGHER EDUCATION(A) DEPARTMENT

G.O. (Ms) No. 169/94/H.Edn.

Dated, Thiruvananthapuram, 22-11-1994

- Read:-
1. G.O. (Rt) 683/94/H.Edn. dated 21-4-1993
 2. Report of the Expert Committee on College Libraries dated January 1994.
 3. Lr. No. Estt E4/2462/90 dated 13-9-94 from the Director of Collegiate Education.

ORDER

As per the GO read above Government had constituted an Expert Committee to examine the functioning of College Libraries and suggest suitable measures for their improved functioning. Accordingly the Committee has submitted its report with various recommendations with a view to usher in modernisation and improvement of facilities.

Government have examined the recommendations in detail and are pleased to order the implementation of the recommendations appended to this GO with immediate effect.


The other recommendations which have financial implication will be considered later on.

By Order of the Governor

Sd/-

K.N.CHANDRAMATHI,
Joint Secretary to Government

/True Copy/


For Director of Collegiate Education

III.2. College Council Membership

Librarian's membership in college council is necessary for his participation in shaping library policy. It is necessary for librarian to attend staff meetings, to acquaint himself with the trends in the college and render appropriate library service to students and teachers. Even physical education teachers have such privileges. Information-support being a major factor that determines the quality of education, librarian should necessarily be a full member of all academic and Administrative councils constituted by the college. The committee recommends that college librarian should be given full membership in College council and other relevant committees constituted by the college.

III.3. Library Advisory Committee

The Committee recommends that to advise and recommend on all matters related to the organisation and services of the college library a Library Advisory Committee consisting of eight members should be constituted. The principal should preside over the committee as Chairman and the Librarian should function as Secretary of the Committee. To give opportunity to students to ventilate their needs and grievances, a member should be nominated from among the student community by the Principal. The other five members should be drawn from heads of teaching departments on rotation basis.

III.8. Departmental Libraries

Consideration of economy, the need for getting full utility of books purchased and vitalization of information services point to the urgent need for centralising library system in a college. The committee noted the following aspects in this regard.

- a. Only in a centralised library system all the books acquired by the college will be exposed to the entire teacher student community of the college.
- b. Several costly books and reference sources which are multi-disciplinary in nature becoming part of departmental libraries will necessitate obtaining at immense cost more copies for the Central/Library and other departments.
- c. Professionals trained in library and information Services will not be available near the books kept at departments. Library Attenders posted to look after the departmental libraries cannot understand and respond effectively to the book and information requirement of teachers and students.
- d. Departmental libraries remain closed during all vacations, holidays and after college hours and when library Attenders or lecturers to whom this work is entrusted have other duties or class or are on leave preventing use of those books.

APPENDIX

11.3. Book Selection and purchase.

Book selection and acquisition is a professional work requiring specialisation and should be done only under the supervision of qualified professional. The Committee recommends that the procedures for scientific need-based book selection and acquisition in a college should be regulated as follows:

1. By scanning the journals, magazines, Catalogues, bibliographies and book reviews in newspapers and from books submitted to the library on approval basis and from book that come to the notice at book fairs and exhibitions, the librarian should prepare a monthly list of reference books and books under each subject pursued in the college. The lists should be transmitted to the concerned Head of the Subject Department, on the last day of the month.
2. Head of the subject department should evaluate each title in the list, eliminate items of poor standard, and add information about current titles which have not caught the attention of the library. The list with remarks should be retransmitted to the library within a week.
3. Duplicate titles as far as possible should be eliminated from the list and the lists of reference books and subject books should be placed before the Library Advisory Committee.
4. The titles from the approved list should be added to the Register of Approved Books for purchase. All book purchases should be done from this list only.
5. From the Register of Approved Books, Principal should in consultation with the Librarian select titles according to allotment available for each discipline and kinds of materials, giving priority to titles continuously sought for by teachers and students at the library. These titles should be grouped according to their publisher, distributor, suppliers etc. for speedy acquisition and accordingly indents should be prepared and submitted to the Principal by the librarian.
6. Principal should place orders in conformity with existing Government rules and UGC regulations for purchase of books.
7. When supply is effected librarian should verify them to see if they are in conformity with the requirement. All Administrative and technical processing procedures should be completed and the books should be released for use within a month.
8. Titles except text books remaining unpurchased in 'Register of Approved Books' due to lack or non-availability of funds should be again placed before Library Advisory Committee during the next academic year and should form the preferential items and part of the annual indent of the next year. Text books, if any remaining unpurchased in the 'Register of Approved Books' should be deleted at the end of the Academic year.

- e. Students preparing for examinations, and teachers preparing lecturers require library services during vacations and after college hours when departmental libraries normally remain closed.
- f. The books requiring constant care remain unattended in departmental libraries throughout the vacation during which pests or animals can destroy them.
- g. As Library Attenders or lecturers in charge of the departmental libraries are not so well trained in library works and procedures and as they can not insist on Library rules, books of the departmental libraries are monopolised by few users.

Reasons of economy point to the need for abolishing departmental libraries because departmental libraries imply duplication of staff and books, extra expenditure on building and furniture and a step down in the quality and quantity of services otherwise possible.

In view of academic and administrative efficiency and for obtaining economy and full utility of the books acquired by the colleges and for efficient library and information services to students and teachers, the committee recommends that library services in all colleges should be centralised to bring them under services in all colleges should be centralised to bring them under supervision of a qualified professional. Departmental libraries should be abolished and their collections and staff should be transferred to the central library. But 250 to 500 books marked out to be required for constant consultation at the department should be given on loan to the department; which should be returned to the college library at the end of the academic year.

III.9 Other Aspects

All entry and exit from the library should be only through a controlled wicket gate. All other doors and windows should be made book proof using wire mesh so that open shelves and free access to collection can be popularised. Stock verification should be conducted once in three years by stock verification committee consisting of teachers and library professionals.

Loss of three volumes from the library per thousand books issued, consulted in a year may be taken as reasonable provided such loss is not attributed to dishonesty or negligence or wrong decision on the part of librarian or other officers controlling the library. Loss of any title costing more than Rs.200/- reference books and books of special nature and rarity shall invariably be investigated and consequential action taken. Reasonable loss should be written off at the year end, of the recommendation of the Library Advisory Committee. Mutilated and damaged books and obsolete books should be disposed of by the Principal every year on recommendation of the library.

Advisory Committee to give space for current materials of relevance and importance and to maintain quality and service-ability of the Collection.

The number of the Reference Books and other information sources that form the very breath of library services are large in each discipline and their number and cost is also ever increasing. Hence duplication of such materials should be avoided and as many different items as possible may be purchased with this amount and by centralising the services these source materials should be made available for the use of teachers and students from all departments.

While developing collections in college libraries consideration should be for collecting and organising maximum relevant information cost-effectively. Now most of the

information sources are available also in CD-ROM, Floppy, Diskettes, Cassettes, films, microfisch etc. which makes possible greater cost effectiveness and speed. So the committee recommends that in all rules and regulations for book purchase, the term 'book' may be replaced with 'document' which includes non-book materials also. Committee considers it desirable to computerise the college libraries to enable the college to utilise the possibilities in information services offered by current information technology and also INFLIBNET and other systems sponsored by UGC.

College librarianship which performs administrative as well as professional responsibilities need strong subject background and specialised training to understand and respond to information requirements of teachers and students. Hence the committee recommends that opportunities like those available to teachers should be provided to librarians also to improve their professional qualifications and to keep them in touch with experts in their subject and related fields so that they can provide effective library and information services and contribute to raising standards of college education.