



COLLECTIONS DEVELOPMENT OF MAULANA AZAD LIBRARY (AMU) AND CENTRAL LIBRARY OF UNIVERSITY OF DELHI: A COMPARATIVE STUDY

Shajarul Islam Khan

Department of Library and Information Science
Aligarh Muslim University (AMU)
India

Musheer Ahmad Khan

Department of Library and Information Science
Aligarh Muslim University (AMU)
India

ABSTRACT

The collections development includes planning for a systematic and rational construction of the general collection. The process includes several activities such as the user's needs, evaluation of current collections, determination of a selection policy, management of selected items, analysis and storage of collection items incorporated into the planning and resource sharing. Thus the collections development isn't a singular activity, but a group of activities. Organizationally, academic libraries have at least two structured patterns for the collections development: centralized and decentralized systems. In a centralized collections development the full responsibility is of the central library, for the other hand the decentralized collections development are the responsibilities of the sector or department academic. This research was conducted to obtain an overview of the collections development in the *Maulana Azad Library of Aligarh Muslim University (AMU)* and in the *Central Library of Delhi University (DU)*.

Keywords: Formation and Development of Collections; Library Collections; Collection Development Policy; Academic Libraries.

1 INTRODUCTION

This study aimed to measure the principles, policies and procedures governing the collections development of the *Maulana Azad Library* of the *Aligarh Muslim University (AMU)* and the *Central Library of Delhi University (DU)*, India. Also

know the total budget of these libraries to determine the budget and aspects of resource sharing.

1.1 Methodology

To conduct these study the researchers chosen in methodological terms for an applied questionnaire consisting of questions relating to: library budget, library resources, instructional materials selection, selection tools, subscriptions to electronic journals, library automation and shared resources. The questionnaire was administered personally by the researchers to obtain relevant data from two libraries. The data were analyzed and are presented in separate tables, as follows:

1. Library collection.
2. Library budget.
3. Selection of study materials.
4. Selection tools.
5. E-journals subscription.
6. Library automation.
7. Sharing resources.

The nature of collection depends on the library type as each one has a distinct approach in relation to the collections development program. Over time, things are changing fast in libraries as well. Previously, housing a large collection and invest the amounts to be sources of pride for the library to be able to meet the needs of its users with their own resources.

Now, with the electronic environments, the physical location of information has become less important, the very concept of ownership or possession of information has changed. The emphasis is in relation on access to information rather than the ownership of information, because what matters is access to electronic materials available regardless of where they are stored. With technological advances it is possible to create environments in which electronic access to scholarly articles

and the resources collective of information are available to users, in fact hadn't before been possible, and certainly no library could ever pay large collections.

The collections development includes planning for a systematic and rational construction of the general collection. The process includes several activities such as the user's needs, evaluation of current collections, determination of a selection policy, management of selected items, analysis and storage of collection items incorporated into the planning and resource sharing. Thus the collections development isn't a singular activity, but a group of activities (PARMESHARAM, 1997).

2 COLLECTIONS DEVELOPMENT X COLLECTIONS MANAGEMENT

Collections development and collections management have been used almost synonymously, although they differ with each other.

Collection development means selection, acquisition and disposal of library materials, noting the needs of current and future users as well as the guidelines established by the policy of development of institutional collections.

Collections management is much more than collections development, because it involves various managerial aspects, such as budget allocation, assessment of information access, conditions of storage and the use, organization, application of methods of preservation and conservation, and also when necessary the access monitoring for the best use of information resources. It not only involves the collections development, but also the presentation of the collections to the users.

According to the glossary of the American Library Association (ALA, 1943) the process of planning a program for acquisition of collections is not simply to identify the immediate needs, but form a collection consistent and reliable over the years, to meet the objectives of the service. The process requires depth and quality of the collections, and includes activities related to the exploitation of the acquisition through advertising and staff training.

Shipman (1975) argues that development of collections is "[...] the sum total of library materials: books, pamphlets, manuscripts, punched cards, serials, government documents, microfiche, and computer tapes etc., which compose the

areas of a particular library”. In other words is the systematic and planned development of existing collections.

According to Mosher (1972) the collections development is to build a library collection which will supply a continuously expanding store of useful information to support and enrich the programmes of the organization. In order to provide the best informational materials for the implementation of its functions, the library defines guidelines for the collections development. Policies are necessarily subject to revision, as necessary, form the framework for building the library’s collection.

Collection development is a plan which can be implemented and evaluated. The process involves mainly three aspects:

1. Collection planning – a design to acquire documents;
2. Collection implementation – process of making document available.
3. Collection evaluation – examining and judging the relevance in relation to goals and objectives.

2.1 Collections Development: Requirements

- A policy well done;
- Analysis of users' needs;
- Development of a libraries (inter and intra) communication policy;
- Budget and resource allocation;
- Contracts negotiations;
- Macro-evaluation of collections;
- Micro-evaluation of collections for the preservation/conservation or thinning of collections;
- The selection of electronic resources tends to be a group activity rather than an individual activity;
- Evaluation System.

Goals and objectives of the institution are of primary importance in identifying priorities of collections development. Therefore, library’s objective is to contribute to

maximize the organization's profits. It is noteworthy that the collections development is a continuous process that requires more attention from decision makers. Therefore, when designing the collections development policy should demonstrate the important factors that must be maintained.

1. Organization philosophy.
2. Organization nature.
3. High standards of contents installed.
4. Relevance of content.
5. Cooperation and networking.
6. Access x possession.
7. Relationship with other units and information services.
8. Availability of budget and resources.
9. Societies.
10. Policy review.

3 COLLECTIONS DEVELOPMENT POLICIES

A collections development policy is a guideline for the care and development of a library collection. It is a written statement prepared to guide the librarian in relation to planning, budgeting, selection and purchase of informational materials for a library. It is an essential communication tool for managers of libraries, to ensure continuity and consistency in the development of collections, even with the change of managers at the level of direction and finances. Therefore, it is an essential planning tool for the librarian safeguard and protects the collections against any kind of pressure personal.

A policy of collections development is to formulate goals and define the scope of the library collection, plan for the ongoing development of documents and resources, identify the strengths and weaknesses of the collection and outline the relationship between philosophy and goals institutional with the general selection criteria and intellectual freedom (ALA, 1987).

In addition to describing current collections, they establish priorities, assist with budgeting, serve as a communication channel between a library and units outside, support cooperative collections development, as in the case of consortia, protect intellectual freedom, prevent censorship, and assist in contract management, collection management, including donations, the collapse of material and cancellation of journal subscriptions (JOHNSON, 1994). The same author states that "Libraries without collection development policies are like businesses without business plans."

The collections development policy is formulated while keeping in mind the long term view of organization's mission statement and strategic plan as the main concern of the collection manager. The policy should begin with organization's mission statement and strategic plans.

3.1 Methods

There are several methods for collections development, the most common are: purchase, donation, institutional membership, deposit system and exchange.

The purchase it is the primary method of acquiring documents in a library. The library can acquire more documents, by directly purchasing them from the publishers or agents if there weren't other way for acquiring the collections.

Donation it is another form of collections developing in a libraries and it is a welcome addition to the library collection. No library has resources to purchase all reading materials needed by the library's users, so many libraries rely on this method. Some publishers provide specimen copies of the documents to the libraries. These specimen copies come under the category of gift or donation.

The institutional membership is another way that the library can use to acquire documents. From the membership of several scientific societies and institutions the library acquires the right to receive the materials and resources published by the institutions that are affiliated.

The deposit system entitles for a specially designated library, receive free copies of documents published by government, national and international organizations and other types.

The exchange is another important method to building up a library collection. The exchange of materials between libraries, scientific societies, institutions, governments and serve many purposes:

1. Acquisition of rare books and out-of-print that cannot be obtained from any other source.
2. Acquisition of publications that aren't for sale or aren't distributed in the usual book trade channels, which usually occurs in the case of domestic and foreign government documents and reports.
3. Obtaining government publications regularly.
4. The best use of existing duplicates in a library as well as their own publications or those published by the organization to which the library belongs, offering them as an exchange for publications not available in the library.

Thus, the exchange constitutes a valuable resource to fill gaps in the collection of a library. The exchange also promotes goodwill between libraries especially at the national level.

3.2 Components of Collections Development Policy

It is observed based on certain guiding principles, that a collection development policy should cover the selection, acquisition, evaluation, storage, sharing (network), preservation, conservation, use and reuse. In a systematic manner, the various components of a collections development policy can be highlighted, as follows:

1. Objectives of the library.
2. Philosophy Library.
3. Purpose of the library.

4. Brief description of the community.
5. Who is legally responsible for managing the library and selection of materials?
6. Selection methods, as well as budget limitations, user groups of different ages and similar information.
7. Type of material deleted.
8. Indication of how the collection should be built in terms of intensity level.
9. Language.
10. Chronological period covered.
11. Geographic areas covered.
12. Forms of the materials covered.
13. Who is responsible for selection?
14. Acquisition of foreign language materials.
15. Declaration and management of donations.
16. Clarification about practices of preservation / conservation and disposal.
17. Statement on intellectual freedom.

4 DATA ANALYSIS AND INTERPRETATION

To evaluate the collections of the *Maulana Azad Library* (AMU) and the *Central Library* (DU), a questionnaire was prepared for data collect. The data collected focused on the following items:

1. Library collection;
2. Library budget;
3. Selection of study materials;
4. Selection tools;
5. Electronic journals;
6. Automation;
7. Resource sharing.

In relation to the total collection of libraries surveyed, Table 1 shows the total collection of both libraries surveyed, including departmental libraries and Table 2 presents the total collection of both libraries excluding departmental libraries.

Table 1: Total library collection (including departmental libraries).

<i>Maulana Azad Library (AMU)</i>	<i>Central Library (DU)</i>	Difference
1.146,281	1.200,000	53,719
+ 2 <i>lakh e-books</i>	-	

Note: *Lakh* is the unit of the Indian Numbering System equal to one hundred thousand.

The Table 1 shows that the total collection of the *Maulana Azad Library (AMU)* and the *Central Library (DU)* are 1.146,281 *lakh*ⁱ + 2 e-books and 1.200,000 respectively, including departmental libraries. The difference between both libraries is 53,719.

Table 2: Total library collection (excluding departmental libraries).

<i>Maulana Azad Library (AMU)</i>	<i>Central Library (DU)</i>	Difference
459,052	650,000	190,948
+ 2 <i>lakh e-books</i>	-	

Note: *Lakh* is the unit of the Indian Numbering System equal to one hundred thousand.

The Table 2 shows that the total collection of the *Maulana Azad Library (AMU)* and the *Central Library (DU)* excluding the departmental libraries consists of 459,052 and 650,000 *lakh*ⁱⁱ respectively. The difference of the total library collection between both libraries is 190,948.

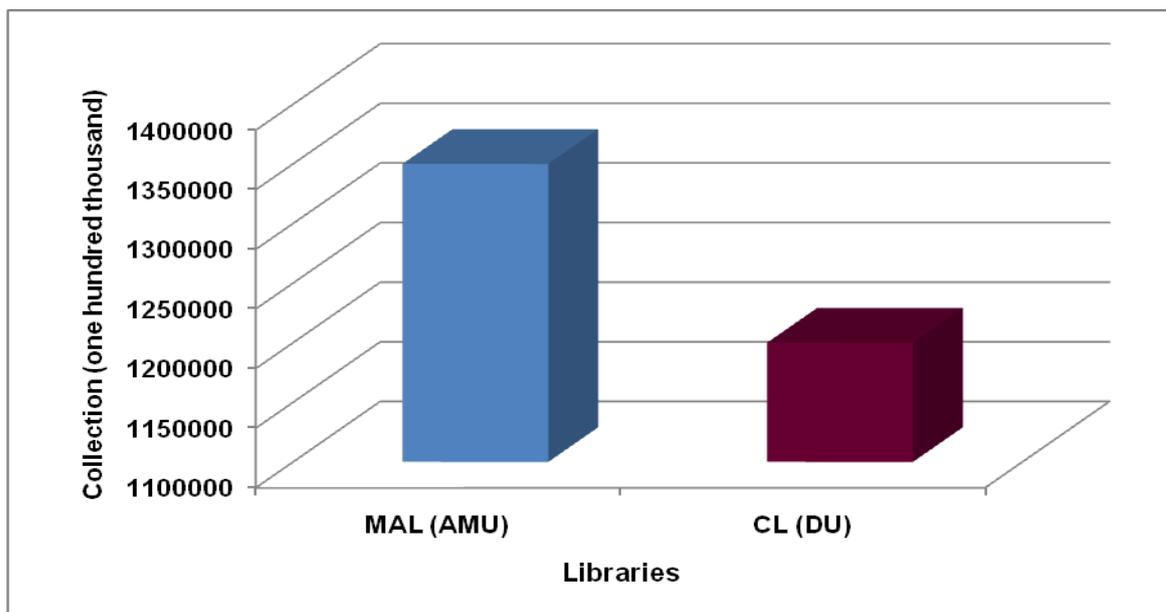


Chart 1: Total collection of libraries (including departmental libraries).

In relation to the budget of the libraries surveyed, the data collected on the budget under their jurisdiction are presented as follows: Table 3 presents the annual budget allocated to the *Maulana Azad Library* (AMU) and the *Central Library* (DU) during the last three periods, Table 4 presents the annual budget allocated specifically for books and journals in both libraries during the last three periods, and Table 5 presents the annual budgets allocated for the purchase of multiple items.

Table 3: Budget allocated.

Budget	<i>Maulana Azad Library (AMU)</i>			<i>Central Library (DU)</i>		
	Period			Period		
	2006-07	2007-08	2008-09	2006-07	2007-08	2008-09
Plan	18.645,000	18.645,000	25.520,000	18.974,000	14.636,000	21.388,000
No Plan	3.260,000	3.260,000	6.900,000	6.000,000	6.000,000	8.000,000
Total	21.905,000	21.905,000	32.420,000	24.974,000	20.636,000	29.388,000

Note: Values in *Rupee* - official currency of India.

The Table 3 presents the total budget of planned and unplanned *Maulana Azad Library* (AMU) and *Central Library* (DU) in the last three periods. In *Maulana*

Azad Library (AMU) has not increased between planned and unplanned in the periods 2006-07 and 2007-08, but there is an increase of 36.87% in the planned budget and 112% in the budget are planned for the period 2008 -09. Accordingly, there is no increase in the total budget of *Maulana Azad Library* (AMU) in 2007-08 while there is a 48% budget increase for the period 2008-09. On the other hand, in *Central Library* (DU) is a decline of 22.8% in the planned budget and no increase in unplanned for the period 2007-08. In the period 2008-09 there is an increase of 46.13% in budget planning and 33.33% in the unplanned. Accordingly, the *Central Library's* total budget was decreased by 17.37% in the period 2007-08 and was increased to 42.41% in the period 2008-09. In the period 2006-07 the total budget allocated to the *Central Library* (DU) 3.069,000 surpassed the total budget allocated to *Maulana Azad Library* (AMU).

In the period 2007-08 total budget allocated to *Maulana Azad Library* (AMU) was the same period of 2006-07 and 1.269,000 surpassed the total budget allocated to the *Central Library* (DU).

In the period 2008-09 the total budget allocated for *Maulana Azad Library* (AMU) 3.032,000 surpassed the total budget allocated to the *Central Library* (DU).

Table 4: Total budget allocated for books and journals in the last three periods.

Budget	Books			Journals		
	2006-07	2007-08	2008-09	2006-07	2007-08	2008-09
<i>Maulana Azad Library</i> (AMU)	3.260,000	6.900,000	6.900,000	-	-	20.000,000
<i>Central Library</i> (DU)	3.500,000	3.850,000	4.200,000	10.050,000	10.250,000	10.450,000

Note: Values in *Rupee* - official currency of India.

The Table 4 shows that in the period 2006-07 the budget allocated for books in *Central Library* (DU) surpassed 240,000 of the total budget allocated for books in *Maulana Azad Library* (AMU). In the period 2007-08 the total budget allocated for books in *Maulana Azad Library* (AMU) 2.700,000 surpassed the total budget

allocated for books in *Central Library* (DU). The total budget allocated for journals in 2008-09 in *Maulana Azad Library* (AMU) 9.550,000 surpassed the total budget allocated for newspapers in the *Central Library* (DU).

Table 5: Total budget allocated for various items in 2008-09.

Categories	<i>Maulana Azad Library</i> (AMU)	<i>Central Library</i> (DU)
Books	33 lakh (12.93% of plan budget)	4.200,000 (19.63% of plan budget)
Journals	2 caror ⁱⁱⁱ (78.36% of plan budget)	10.450,000 (48.18% of plan budget)
Audiovisuals	Nil	Nil
Microfilms	36,000 (0.14% of plan budget)	Nil

Notes: Amounts in *Rupee* - official currency of India.

Lakh is the unit of the Indian Numbering System equal to one hundred thousand.

Caror is the unit of the Indian Numbering System equal to ten million.

The Table 5 presents the annual budget allocated for books is 12.93% of the total budget planning of *Maulana Azad Library* (AMU) is 19.63% while the total budget planning of the *Central Library* (DU). The *Maulana Azad Library* (AMU) has allocated 78.36% of the total budget plan for the acquisition of journals as *Central Library* (DU) has allocated 48.18% of its budget planning for the acquisition of journals. Both libraries have not allocated budget for audiovisual during the period surveyed. The *Maulana Azad Library* (AMU) has allocated 0.14% of total budget planning for the acquisition of microfilm. There is no allocation in the budget planning of *Central Library* (DU) for the acquisition of microfilm.

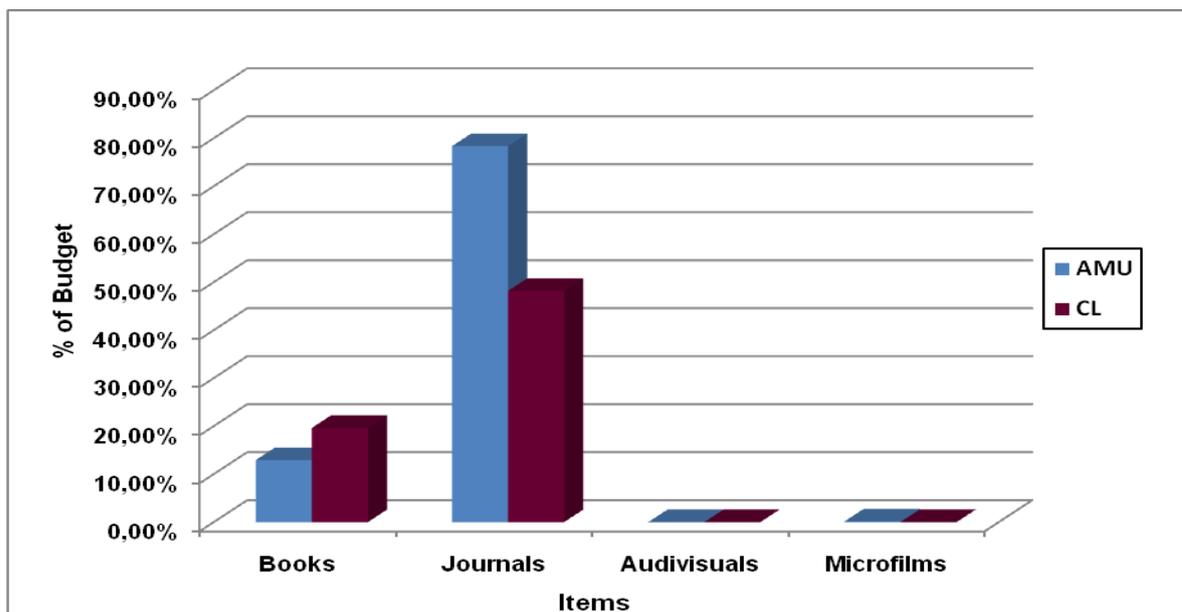


Chart 2: Annual budget allocated to various items in 2008-09.

About the selection of study materials, the data regarding the *Maulana Azad Library* (AMU) and the *Central Library* (DU) are shown in Frame 1. The analysis reveals that in both the libraries selection of study materials is done by librarians, teachers' and students' recommendation.

Selection of Study Materials	
<i>Maulana Azad Library</i> (AMU)	<i>Central Library</i> (DU)
Librarians	Librarians
Teachers' recommendation	Teachers' recommendation
Students' recommendation	Students' recommendation

Frame 1: Selection of study materials.

The data collected about the tools used for selection of study materials in the two libraries is shown in Frame 2. Data analysis shows that the selection tools, in both libraries are the same: bibliographic tools and journals reviews. In the case of *Maulana Azad Library* (AMU) is also taken into consideration newspapers reviews.

Selection Tools Used		
Items	<i>Maulana Azad Library (AMU)</i>	<i>Central Library (DU)</i>
1.	Bibliographic tools	Bibliographic tools
2.	Reviews in journals	Reviews in journals
3.	Reviews in newspapers	-
4.	Publisher's catalogue	Publisher's catalogue

Frame 2: Selection tools.

The subscriptions to electronic journals are presented in Frame 3. It was observed that *Maulana Azad Library (AMU)* subscriptions are made through the joint venture between *Indian National Digital Library in Engineering Sciences and Technology (INDEST)*, the *University Grants Committee (UGC)* and *Information and Library Network (INFLIBNET)* whose the consortium is called *UGC-Infonet E-Journals Consortium*; *Science Direct* by *Elsevier* company; and the *Open J-Gate* by *Informatics Ltd. (India)* company, which is an electronic portal of open access. The *Central Library (DU)* also made the subscriptions by *INDEST*, *Science Direct* and *Open J-Gate*, addition of *Sage Online* by *Sage Publications Inc.*

Items	<i>Maulana Azad Library (AMU)</i>	<i>Central Library (DU)</i>
1.	INDEST	INDEST
2.	UGC-INFONET	-
3.	SCIENCE DIRECT	SCIENCE DIRECT
4.	J-GATE	J-GATE
5.	-	SAGE ONLINE

Frame 3: E-journals subscription.

The data collected related to the automation of *Maulana Azad Library (AMU)* and the *Central Library (DU)* is shown in Frame 4. It is observed that the two libraries are automated in various information services. Both offer nearly the same facilities in respect automated operational structures such as, for example, OPAC, photocopying, Internet access etc. The *Maulana Azad Library* has microfilm reader and printer facility while the *Central Library (DU)* does not have these facilities. The *Maulana Azad Library* has CD-Server as the *Central Library (DU)* does not have it.

Items	Automated Operational Facilities	Maulana Azad Library (AMU)	Central Library (DU)
1.	Automated acquisition	Yes	Yes
2.	Automated cataloguing	No	Yes
3.	Automated circulation	Yes	No
4.	Automated classification	No	No
5.	OPAC	Yes	Yes
6.	Photocopying facility	Yes	Yes
7.	Microfilm reader	Yes	No
8.	Microfilm printer	Yes	No
9.	CD-Server	Yes	No
10.	Internet	Yes	Yes
11.	Library automation software	Yes (LIBSYS)	Yes (TROODON)

Frame 4: Library Automation.

During the last five years the two libraries shared their information resources. *The Maulana Azad Library* (AMU) has made resource sharing agreement with all libraries-member of INFLIBNET and *Developing Library Network* (DELNET), while the *Central Library* (DU) has made resource sharing agreement only with libraries-member of DELNET.

Periods	Maulana Azad Library (AMU)	Central Library (DU)
2004-05	INFLIBNET and DELNET	DELNET
2005-06	INFLIBNET and DELNET	DELNET
2006-07	INFLIBNET and DELNET	DELNET
2007-08	INFLIBNET and DELNET	DELNET
2008-09	INFLIBNET and DELNET	DELNET

Frame 5: Resource sharing arrangement.

5 CONCLUSIONS

The collection library of *Maulana Azad Library* (AMU) consists of books, journals and electronic resources for a total of 1.346.281 and, when compared to the total collection of *Central Library* (DU) is 12 lakh (1.200.000). Thus the total collection

of *Maulana Azad Library* (AMU) exceeds the total collection of *Central Library* (DU) in 146.281.

The budgetary allocation of Maulana Azad Library (AMU) is 32.420,000, so when compared with the budgetary allocation from the Central Library (DU) is bigger than the budgetary of Maulana Azad Library (AMU) exceeds in 3.032,000 the budget of Central Library (DU).

In both libraries the selection of study materials is done by librarians or recommended by teachers and students.

Both libraries uses selection tools such as bibliographic tools, reviews in journals, reviews in newspapers, catalogs of publishers, and also online selection tools.

Both libraries have automated information services, through the use of library automation software, the Maulana Azad Library (AMU) applied the LIBSYS software and the Central Library (DU) applied the Troodon/4.0 software.

Both libraries have made arrangements for sharing information resources with other libraries that are members of DELNET and/or INFLIBNET.

The development of a library collection is an ongoing process in any kind of library whose development should be based on the needs of users as well as balanced and updated between scientific areas. To select documents of all types for the formation and development of a collection, some principles for the selection of materials must be followed; the statements by Dewey, Drury, McColvin provide proper guidance and are very useful. There is no doubt that a good policy of collection development can ensure the necessary consistency to the library collection, but must adjust to environmental changes as a planning tool for managers.

The ultimate goal of a training policy and collection development should be to promote the objectives and goals of the organization in which the library works.

REFERENCES

ALA. **Glossary of Library terms**: with a selection of terms in related fields. Chicago, 1943.



ALA's Intellectual Freedom Manual. 5.ed. New Brunswick (NJ): Rutgers University, 1987.

JOHNSON, P. Collection development policies: a Cunning Plan. **Technicalities**, v.14, n.6, p.3-6, Jun. 1994.

MOSHER, G. L. **Book selection**. Massachusetts: MIT Press, 1972. 211p.

PARMESHWARAM, M. Collection development in university libraries: policy and procedures. **Desidoc Bulletin of IT**, v.17, n.2, mar. 1997.

QURESHI, I. A. **The Maulana Azad Library: a major library of the world 1877-1988**. Aligarh: Anwar Publishing, 1989. 98p.

SHIPMAN, J. **Collection building**. Colorado: Libraries Unlimited, 1975. 176p.

SINGH, S. P.; KRISHAN KUMAR. **Special Libraries in the electronic environment**. New Delhi: Bookwell, 2005. 79p.

ⁱ *Lakh* is the unit of the Indian Numbering System equal to one hundred thousand.

ⁱⁱ *Lakh* is the unit of the Indian Numbering System equal to one hundred thousand.

ⁱⁱⁱ *Caror* is the unit of the Indian Numbering System equal to ten million.

Shajarul Islam Khan

Department of Library and Information Science
Aligarh Muslim University (AMU)
India
E-Mail: shajarul.mlis@gmail.com

Musheer Ahmad Khan

Department of Library and Information Science
Aligarh Muslim University (AMU)
India
E-Mail: musheerahmadkhan@gmail.com