Organization of University Post Graduate College Library, Osmania University, Secunderabad: A Study

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Abstract

Libraries are knowledge and resource centre's which houses collection in varied disciplines to cater to the bibliographical information needs of its clientele. The effective retrieval of the required documents and the optimum utilization of all the library resources depend on the systematic arrangement of the library books on the shelves. The present study examined the year-wise growth of collection and collection development methods in University Post Graduate College Library. The main focus was on the organization of collection in University Post Graduate College Library i.e. the physical arrangement of books on the shelves. It also threw light on the library automation and automated services provided to its users by the University Post Graduate College Library, Osmania University, Secunderabad. The article concluded that, the users are retrieving the required documents very effectively since the library has organized its collection in a systematic manner using Dewey Decimal classification Scheme and Anglo-American Cataloguing Rules-II.

Keywords

Knowledge and resource centre; collection, bibliographical information needs; organization, retrieval; Osmania University.

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1. INTRODUCTION

Libraries are knowledge centers and shrines of learning. Their main function is to support the teaching programmes of the parent institution by acquiring necessary reading material to meet the present and future needs of its users. According to Dr.S.R.Ranganathan, 'Father of Library Science in India', A Library is a public institution of establishment charged with the care of collection of books and the duty of making them accessible to those who require to use them and the task of converting every person in its neighborhood into a habitual library goers and a regular reader'. American Library Association (ALA) glossary of library & information science defined Library as 'a collection of materials organized to provide physical, bibliographical and intellectual access to group with a staff that is trained to provide services and program related to information needs of the target group'. According to Gelfand (1968),'the fundamental role of the library is educational. It should not be operated as a mere store house of books attached to a reading room, but as a dynamic instrument of education. It should feed intellect of the student, encourage the researches of the faculty, and invite all who enter its house to partake fully of its intellectual and cultural fare'.

Libraries acquire process, organize and disseminate the required information to all its clientele. The main aim of the library is the optimum utilization of all its resources which is possible only when the library collection is properly organized in a systematic manner. Organization/arrangement of books in the library is very important. The effective retrieval of the documents depends on how best the library collection is organized. Libraries which are knowledge hubs must organize the books in a technical and systematic manner for easy and effective retrieval of the documents by the users. It saves the time of the users. As McAnally (n.d.) rightly stated that 'Over the years university libraries have been led by several factors to be recognized the importance of a sound organization. The most obvious of these factors is the growth in the size of collection. The library has to be organized, so that it will be responsive to the needs of its patrons'.

2. UNIVERSITY POST GRADUATE COLLEGE PROFILE

Established in 1947, the same year that India gained its independence. University Post Graduate College

Secunderabad, a constituent college of Osmania University is considered to be one of the best co-educational institutions of higher learning in the twin cities of Hyderabad and Secunderabad. Initially it was known as 'Arts & Science College, Secunderabad' and offered under graduate courses and catered to the needs of the student community of the Secunderabad area. In 1989, the college was upgraded and renamed as 'Post-Graduate College, Secunderabad' and offered post graduate courses in addition to the already existing under graduate courses for both the boys and girls.

The foremost objective of the college is to nurture young minds, stimulate learning and mould their personalities by equipping them with up-to-date information, knowledge and quality education. Further, the focus is on imbibing social and human values among students to make them responsible citizens and sensitive individuals in order to build a civil and humane society. Our objective is to meet the challenges of a complex world responsibly, actively and imaginatively.

The socio-economic and technological changes and developments that have occurred in the recent past have made the job market vastly competitive. This requires students to be well informed and well equipped to meet the demands of the ever-changing scenario of the job market. At University Post Graduate College, highly qualified and motivated members of the faculty are committed to giving their best to the students. They constantly endeavor to equip the students with the latest developments in relevant areas and encourage students to develop innovative and creative thinking. Most of the teachers have their Ph.D. degrees and some are engaged in post doctoral research.

The college strives to provide the students with the best infrastructure and various facilities and recreational activities in order to make their education richer and more meaningful. The college has well-equipped science, computer and language laboratories. An exclusive building houses the library where students have access to a huge collection of books and journals. There is an Internet Centre for the benefit of students. In an effort to shape the students' all-round personalities, various extra-curricular facilities are made available to the students. The college has sprawling grounds with floodlights where students can enjoy different sports. Annual sport events and competitions are held to boost up their sporting spirit. A huge sports complex facilitates the students to play indoor games. NCC and NSS cadets organize awareness and sensitization programmes and contribute to the society in their own way. Various cultural and literary competitions are conducted to bring out latent and diverse talents of students. There are several committees, which monitor the day-to-day happenings in the college. The college has a Women's Grievance Redressal Committee to look into the problems faced by female students and staff. The college is the preferred destination for foreign students hailing from countries like Sudan, Yemen, Tanzania, Nigeria, Djibouti, Ethiopia and other African countries. To make them acclimatize to the new environs and ambience, the college organizes orientation programme exclusively for the foreign students so that they can interact with the faculty and other students. The college also provides a special platform for them to display their culture by way of presenting their dance, song and art form.

The college marches ahead, to realize its vision and mission by imparting quality and holistic education and create a healthy learning environment.

2.1. VISION AND MISSION

- To prepare students to meet the demands of new realms of global knowledge.
- To impart quality education and create a healthy learning environment.
- To motivate students to acquire creative and critical skills.
- To inculcate the values and virtues of citizenship.
- To promote high standards of teaching and research, ethics, integrity and human values.
- To build and strengthen the region and the nation through pursuit of knowledge.

2.2. COURSES OFFERED

The College offers the following courses in the faculties of Arts, Social Sciences, Informatics and Physical Sciences. At the UG level, the college offers three year degree courses leading to the award of B.Com (Regular / Computers), B.Sc.(MPC / MPCs), B.C.A (Bachelor of Computer Applications), B.A (HEP), B.A (EPP) , B.A(HPP)
The following Masters Degree Programmes are offered;
M.A (English, Hindi, Economics, Public Administration, History and Political Science)

M.Com (Master of Commerce)
M.S.W (Master of Social Welfare)
M.C.A (Master of Computer Applications)

2.3. ABOUT UNIVERSITY POST GRADUATE COLLEGE LIBRARY

The Arts & Science College Library was started to render the needs of Undergraduate students and evening college library was to cater to the needs of evening college students at two different places on the college campus. After introduction of Post Graduate courses, these two libraries were merged together as Post Graduate College Secunderabad Library in a separate block for all the UG and PG Students. The present Library block foundation was laid by Prof. Navaneeth Rao, the then Vice-Chancellor, Osmania University on 3rd may 1991 and was inaugurated by Prof. M. Malla Reddy, Vice-Chancellor, Osmania University on 30th September 1992.

The University Post Graduate College Library is a library that is attached to the University Post Graduate College Secunderabad which is serving the teaching faculty and students by catering to their information needs.

2.4. OBJECTIVES OF UNIVERSITY POST GRADUATE COLLEGE LIBRARY

- To support the teaching programs of University Post Graduate College.
- To develop its collection by acquiring necessary reading materials to meet the information needs of its users.
- To organize its collections, operations and services so that it provides the required reading materials to its users.

2.5. LIBRARY COLLECTION

The library has a very rich collection which includes subject books, reference books and competitive books in different disciplines like English, Economics, Public Administration, Political Science, History, Hindi, Commerce, Physics, Chemistry, Mathematics, and Computer Science. It receives 12 News papers in English, Telugu, and Hindi regularly.
The University Post Graduate College Library is the heart of the University Post Graduate College which aids in providing the required reading material to support both Under Graduate and Post Graduate teaching programmes. It is catering to the bibliographical information needs of teachers, Under Graduate and Post Graduate students of University Post Graduate College Secunderabad.

2.6. LIBRARY TIMINGS

The Library is kept open from 10.30 AM to 4.30 PM on all working days. On Sundays and public holidays the library is closed.

2.7. LIBRARY SECTIONS

The University Post Graduate College Library has following sections, viz; Circulation section, Stacks section, reference section, and reading halls. Total seating capacity of library is 50. Every day on an average 200 students both Under Graduate & Post Graduate visit the library and make use of library resources.

2.8. LIBRARY AUTOMATION

Library automation refers to the use of computer to automate the typical procedures of libraries such as cataloging and circulation. In the process of library automation, a library makes the use of computers and other technologies to support its systems and services. Library automation is the conversion of a library's procedures from manual to computerized, such as from a card catalog to an OPAC, or from manual circulation cards to an integrated library system. The University PG College library is automated by using NewGenLib software which is an integrated library management system developed by Verus Solutions Pvt Ltd. Domain expertise is provided by Kesavan Institute of Information and Knowledge Management in Hyderabad, India. At present NewGenLib 3.0.4 version is been used. The functional modules supported by NewGenLib are Technical Processing, Circulation, Acquisitions, Serials management, MIS Reports, Web OPAC, Administration (System settings), and Utilities.

All the automated housekeeping operations have been started from the academic year 2011-12. The automated services provided to the users are automated issues and returns, Online Public Access Catalogue (OPAC) which helps to know the availability of a particular document in the library with just a click of a mouse, which saves the time of the users. The University Post Graduate College Library is also using barcode technology.

Table 1: Available Infrastructure for Automation

Sl. No.	Item	Quantity
1	Server	01
2	Computers	04
3	Barcode Printer	01
4	NewGenLib Software	01
5	Printer	01
6	Scanner	01

2.9. SURVEILLENCE

The University Post Graduate College Library is under surveillance. It has four CC Cameras for the safety and security of the library resources as well as to monitor the students and library staff.

3. REVIEW OF LITERATURE

Ghalibeen (2014) studied about the organization, use and preservation in the fine arts libraries in Delhi in which Indira Gandhi National Centre for Arts, National Museum, National Gallery of Modern Art and Lalit Kala Academy were considered and found out that all the libraries under study are using Dewey decimal classification scheme and AACR-II for organizing the print material in all the four libraries. Dix (1964) studied about the arrangement of books and that there are a variety of ways in which books are arranged viz; by color, height, alphabet, date, thickness, fragility and weight. These systems of arrangements are followed in our libraries. Suggested one principle i.e., "the basic test of the quality of any university library is its ability to get into the hands of the reader the book he wants when he wants it". Chun-yi (2010) discussed about difficulties caused by the book size, paper characteristics, shelf structure and other factors in shelves arrangement of art books and finally some new management methods were put forth. Yuan-zhang (2005) studied on the overall arrangement of library books which focused on the traditional arrangement, stock room 3 line system and finally stated that, arrangement of library books should be done scientifically which plays an important role in the utilization of books, to meet the needs of the readers, to the service quality and the social function of the library. Zheng-liang (2002) made a study on the problems and solutions to the arrangement of art books in which he discussed about the availability of art books in various shapes, different sizes and package forms of the kind of literature and the difficulties faced while arranging them in most of the libraries. These books are often easily damaged, disordered and the rate of their lending refusal is much higher compared to other books. A new method of complex arrangement to solve all such problems was suggested.

4. OBJECTIVES OF THE STUDY

- To examine the year wise growth of collection in University Post Graduate College Library.
- To find out the collection development methods in University Post Graduate College Library.
- To know the organization/arrangement of collection in University Post Graduate College Library.
- To examine the automated services provided by the University Post Graduate College Library.

5. METHODOLOGY

Researcher has used observation method for data collection. Researcher observed the physical arrangement of books on the shelves and the automated services provided by the library to all its users. Both primary and secondary data was used. University Post Graduate College Library records were used to collect the data relating to the number of books added every year to the existing collection.

6. DATA ANALYSIS

The data so collected was analyzed and presented below.

6.1. Year Wise Growth of Collection in University Post Graduate College Library

University Post Graduate College Library is a growing organism in terms of its collection. It has a very rich collection of books and reference books in different disciplines. Every year new documents are being added to the existing collection of University Post Graduate College Library. The table below shows the annual growth of collection of University Post Graduate College Library.

Table 2: Year-Wise Growth of Collection

S.No.	Year	No. of books purchased

1	2014-15	748
2	2015-16	681
3	2016-17	1043
4	2017-18	1479
5	2018-19	668
6	2019-20	541
7	2020-21	354

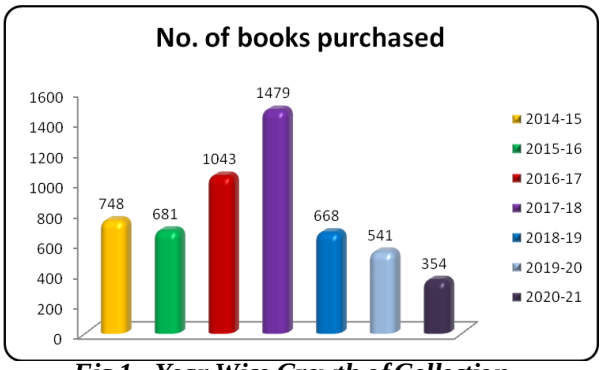


Fig.1 - Year-Wise Growth of Collection

Every year University Post Graduate College Library acquires books and competitive books for the benefit of the students from the funds it receives. During the years 2016-17 and 2017-18, an increase in the number of books acquired may be observed from the above table, it is because University Post Graduate College Library received an additional grant from University Grants Commission.

6.2. Collection Development Methods in University Post Graduate College Library.

University Post Graduate College Library has a very rich collection of books and it helps in teaching programmes of University Post Graduate College by acquiring collection in different disciplines. The college library develops its collection by acquiring the books based on the recommendations received from the concerned Heads of the department and on the student's requirements.

6.3. Organization of Collection in University Post Graduate College Library.

Based on the observations of the researcher, University Post Graduate College Library is using Dewey Decimal Classification scheme for classifying and Anglo-American Cataloguing Rules-II for cataloguing all its resources. Books are organized/arranged on the shelves in a systematic manner according to Dewey Decimal Classification numbers which helps in easy retrieval of the required documents and saves the time of the library users. The University Post Graduate College Library is organized very systematically.

6.4. Automated Services provided by the University Post Graduate College Library.

University Post Graduate College Library was automated in the year 2011 using NewGenLib software. The library house-keeping operations like acquisition, automated check in and checkout of documents, data entry/cataloguing i.e. Online Public Access Catalog services are provided which enables the users to know the availability of a document in the library whether it is checked out or not, if it is checked out to whom it is checked out and when it is going to be returned. It saves a lot of precious time of the users.

CONCLUSION

Libraries play a significant role in the higher educational institutions. University Post Graduate College Library is the heart of the University Post Graduate College, which supports the teaching programmes of the college and provides for the information needs of all the teaching faculty and students. The Library has organized its collection i.e., the books are arranged on the shelves in a systematic manner using Dewey Decimal Classification Scheme and Anglo-American Cataloguing Rules for cataloguing all its resources. Library is a growing organism in terms of its collection. Every year new documents are being added to the existing rich collection of books. The library is automated and it is providing automated services like check in and checkout of the documents using barcode technology, Online Public Access Catalog service to know the availability of a particular document in the library to all its users. The library automation has many advantages and it helps the user community.

The University Post Graduate College Library is regularly acquiring, processing, organizing and disseminating the information to all its users. The books in the library are organized in a very systematic manner which helps in the effective retrieval of documents and thereby the main aim of the library i.e., the optimum utilization of all the library resources is done by all the library users. The documents required by the users are retrieved very effectively within a very short time since all the books are arranged on the shelves in a systematic

manner. It saves the precious time of the users. The teaching faculty and the students of University Post Graduate College Library are benefitted by the overall organization of the collection and the automated services provided which is saving the precious time of the library users fulfilling the fourth Law of Library Science i.e., 'To save the time of the reader'.

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