

**SUCCESS OF LIBRARIES DEPENDS UPON THE EFFECTIVE USE OF LIBRARY MATERIALS : SPECIAL REFERENCE TO SIVASAGAR DISTRICT LIBRARY OF ASSAM**

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**ABSTRACT**

A library is a public institution an establishment charged with the care of a collection of books and the duty of making them accessible to those who required use of them. The effectiveness of a library is also gauged or assessed by its resources – human and material and the services it offers through these resources . There is therefore the need to regularly evaluate library services to find out if patrons' needs are being met by the available resources.

**KEY WORDS:** *Library materials, Library User, Library Services, Library, User Satisfaction*

**1.INTRODUCTION :**

Library is the repository of information available in the form of materials. The volume of information being generated around the world is increasing exponentially doubles in something between three and seven years. Libraries receiving enormous quantity of

document have to process and organization then efficiently in order to provide relevant document and based information to users effectively and instantly. Users are generally in a notion that libraries offer no other services rather than lending books for home reading . On account of this impression they fail to make effective use of the library materials and services . User the ultimate judge of the relevance of information is the most important as like the customer in business . For measuring the adequacy, effectiveness , usefulness of collection and other facilities, user survey is to be conducted.

## **2. OBJECTIVES:**

The Purpose of this paper is to study the resources and services offered by Sivasagar District Library of Assam.

The basic objectives of the paper are:

- To assess the methods for effective use of the resources.
- To identify the strategies for promoting the use of library resources and services.
- To make recommendations to facilitate the effective and efficient use of Sivasagar District Library resources and services.

## **3. METHODOLOGY:**

Both primary and secondary sources were used for the study. The primary sources included records on files and interviews with the library staff . And secondary sources were books , journals, and internet resources.

#### **4. LIBRARY MATERIAL:**

Library materials are those which are available in library . These are of mainly two types -

- i. Documentary materials and
- ii. Non – documentary materials

Documentary materials are those which are in the form of documents that includes books periodicals , reports patents standards , theses etc. Non – documentary materials includes audio – visual aids, microforms, machine readable databases etc.

- **Needs of Library Materials :**

Libraries are defined as organized collection of published and unpublished books and audiovisual materials with the aid of services of staff who are able to provide and interpret such material as required to meet the informative research , educational and recreational needs of its users . Libraries are regarded as agencies through which sources of information of accumulated knowledge and experiences are selected , acquired , organized , preserved and disseminate to these who need them . People in many professions use library resources to assist them in their work. People also use library resources to gain information about personal interests or to obtain recreational materials such as films and novels . Students use library resources to supplement and enhance their classroom experiences , to learn skills in locating sources of information , and to develop good reading and study habits . Public officials use library resources to research legislation and public policy issues .

- **Factors that affect the uses of library materials :**

The following are the some special factors those helps in the effective use of the library materials or library resources.

- **Library Location:**

The library should be located at a central place where it is convenient to reach. The location should be as free from noise and other disturbance as possible so that serious study is possible.

- **Library building and furniture :**

The library building should be functional and at the time aesthetic . The furniture should also be attractive and comfortable so that the users will feel tempted to frequent the library .

- **Library hours :**

The library hours should be convenient to users . The library should open all the time so that users can go to the library in their free time .

- **Staff :**

For the fulfillment of libraries aims the staff should process such qualification and qualities that would enable them to organize the library efficiently and provide satisfactory services .

- **Display of New Books :**

The newly added books should be displayed prominently in the library so that they catch attention of the readers and read by those who are interested in them.

- **Book Exhibition :**

Periodical exhibition of books, which have a bearing on topical themes also , enhance the chances of books finding their readers .

- **Co-Ordination :**

The co-ordination implies co-ordinating and linking library services at each level . It ensure maximum utilization of the available materials of a country or state .

- **Loan Priviledge :**

Library makes lending of books to the clientele for home use .

- **Shelf -arrangement :**

This factor provides facility to easily find out the documents searching by the users .

- **Stack Room Guides :**

It is another good factor in the effective of library materials . At the entrance of the library their should be large broad plan of the library to help the reader in locating the section in which they are interested .

- **Catalogue :**

Catalogue is the necessary factor that can help in the use of the library materials . Library should make catalogue cards for each and every documents .

- **Services that helps in effective use of library materials :**

In order to support the objectives of the library , library provides the following materials :

#### **4.3.1 Reference Services :**

Under this services it is easier to make contact between the users and the library materials at the right time and in a right personal way . This is a personal assistance service .

#### **4.3.2 Referral Services :**

This is the services which is a part of services . This services helps users in finding the exact location of the documents .

#### **4.3.3 Current Awareness Services :**

This is a system for notifying current publication to library users . New reading materials received by reader's service division from cataloging division are kept on display on the new accessions shelf for two week to attract the attention of the potential readers . This shelf is located near to the circulation desk .

- **Selective Dissemination of Information Service :**

Selective dissemination of information under this service users are provided selected documents . It provides notifications of new primary materials as and when added to the information dissemination system of a library giving bibliographic details with or without abstract of each documents .

- **Indexing and abstracting Service :**

These types of services are providing through indexing and abstracting publication . In the present time indexing and abstracting publications are available in machine readable form . These type of services are helpful for easy accessing of library materials .

- **Literature Search Service :**

There are occasions when users want to know everything that has been published on a subject . The most important reason of it is that they want to know the state of art before undertaking a new research project . This service is helpful for taking research work .

- **Document Delivery Service :**

This service<sup>3</sup> is concerned with the supply of documents to the users on demand either in original or its photocopies , irrespective of location and form of the original documents . DDS is the last service that is mostly essential to guide the users to the document where the required information is likely to be possible .

- **Translation Service :**

This service enable to provide the user to have a translate copy of the original document which is not published in his understandable languages .

#### **4.3.9 Reprographic Service :**

This service is provide for making a duplicate copy of the original document . Library should provide this service to provide easy access to the users . This is the facility of photocopying .

- **User Orientation Service :**

The new users of the library are oriented by the library personnel to help them an introduction with the library . Libraries provides various kinds of guide to clientle . The different guidelines are broadly written out on card boards and pasted at the entrance of the open access collections .

In addition to guides , personal assistance is also given by all library staff to clientele for effective retrieval of library materials .

- **Inter Library Loan :**

In the matter of borrowing the stock of even the largest library is never entirely sufficient to not all the demands of all its clientele . The large academic library needs to participate in the national , international network of inter library loans . Through this librarian enable us borrow books and materials of research value which are not available in one's personal organization . The use of any material obtained through the inter library loan scheme is governed at all terms by the regulation of the lending library .

- **Extension Service :**

For the benefit of the public , the libraries should increase their extension service , so that the people who are interested may be attracted towards the libraries for their use .

#### **4.4 Role of Staff in Proceeding Efficient Service :**

The library staff also one of the factor which can help in making the effective use of library materials . The staff should be courteous , cheerful and helpful . “ Service with a smile “ should be the motto of the library staff . The staff should always remember that everything that they do in the library is a means towards an end and the end is service to readers .



- **Findings and Analysis of Data :**

### **5.1 Brief Description of Sivasagar District :**

Sivasagar or sibsagar is an administrative district of assam with headquarters at sibsagar town . The district shares common boundaries with Dibrugarh District on the East Jorhat district on the west , river Brahmaputra on the North and Nagaland and Arunachal Pradesh states on the south . It is about 360 kilometres (224 mi) North East of Guwahati . It is the district headquarters of the Sivasagar district . Sivasagar is a heritage place in Assam famouse for the monuments of Ahom kingdom . Now it is a multi -cultural city . Sivasagar ,ex Rongpur , was once the capital of the Ahom rules who dominated Assam for more than 600 Years . This city's main features is the watert body from which it gets its name . This is a tank also called Borpukhuri which is one of the largest tank in world , at a higher elevation than the rest of the town , with three temple's ( Dole's in Assam) on its banks namely Devi Dol , Shiv Dol and Bhisnu Dol . Of these temples , the most prominent is the Sivadol , standing tall at 104 feet . It is the tallest of all Shiva temples in India .

The another attractions of the Sivasagar district are – Rangar , Karenghar , Talatal Ghar , Charaideo , Maidams (Graveyards of Ahom Kings) , Joysagar Tanks , Sivasagar Tank , Namdang stone Bridge , Ajan Pir Dargah Sharif , Gaurisagar Tank and Temples , Rudrasagar Tank and Temple etc.

## **5.2 Sivasagar District Library :**

Sivasagar District Library was established by the Directorate of Library Service of Assam under the department of Cultural Affairs , Govt of Assam .

Sivasagar District Library was established in 1986 , to achieve the some objectives, such as – generating cultural awareness at grassroots level , to promoting cultural exchanges , to preserve of the state's cultural heritage and the develop ways and means through which the basic cultural and aesthetic sensibilities of the people remain active and dynamic . There are 16 nos of Rural Libraries under the Sivasagar District Library , situated at Dhundar Mukh , Palengi , namti , Sonari , Sapekhati , Nimonagor , Amguri , Naphuk , Bengenabari , Bihubor , Nemuguri , Demow , Moran Kochumari and Nazira. The Sivasagar District library is located in near the temple road of Sivasagar town . It has two storied own buildings along with the available of comfortable and attractive furniture . Sivasagar District Library is kept open from 11.30 a.m to 5.30 p.m except National Holidays every Monday of week. In this library per day 150/160 users visit to their reading purpose

### **• DATA ON SIVASAGAR DISTRICT LIBRARY :**

#### **5.3.1 Library Resources :**

Books ,news papers and magazines , gazetteers , manuscript , etc. Are available in this library for its members and readers .The present stock of collection is 68,400 nos. books are available in 4 (four) language ,such as Assamese , English , Hindi and

Bengali . These collections are develop from the Directorate of Library service , donated from some people and from the RRLF . The collections are -

Reference Books – 5831

Text Book – 62569

**Table No. 01 : Collection of Sivasagar District Library**

Sl no	Reference Books	Quantity	Text Books	Quantity
1	Manuscript	10	Children books (mixed language)	5334
2	Art & Assamese	2388	Other books (mixed in Assamese , English , Hindi and Bengali )	57234
3	English	1400	-	-
4	Music	225	-	-
5	Political Science	425	-	-
6	Economics	109	-	-
7	Agriculture	111	-	-
8	Science & Technology	270	-	-
9	Biography	352	-	-
10	Children Reference books ( mixed language)	541	-	-

### 5.3.2 Staff and Officer:

The library staff of this library is courteous , cheerful and most helpful . They provide the service to every user very friendly with a smile . They always ready to help their users . There are total 6 nos. staff in Sivasagar District Library . Among of them District Librarian is the professional qualified person and other is non-professional staff .

Table No. 02 : Staff of the Sivasagar District Library

SI No	Designation	Quantity
1	District Librarian	1
2	Technical Assistant	1
3	Counter Attendent	2
4	Chowkider	1
5	Peon	1

#### • Library Service :

This library has 4 section and every section provide particular service to their readers . At first, lending section provide the issue return service to their users .

Secondly , the reference section provide the reference service to their users . Thirdly , the children section provide the services to the children .And last , newspaper section provide the 6 nos of newspapers in Assamese and English language to their readers . It can provides other services .

These are follows -

- Referral Services
- Current Awareness Service (CAS)
- SDI Service
- Reprographic Service
- User Orientation Service
- Extension Service

**Table No. 03 : Services of the Sivasagar District Library**

SI No	Service
1	Reference Service
2	Referral Service
3	Current Awareness Service
4	SDI Service
5	Reprographic Service
6	User Orientation Service
7	Extension Service
8	Circulation Service
9	Newspaper Clipping Service
10	Children Information Service

• **Library Facility :**

This library provide the reading room facility, toilet facility etc. This library organised the book exhibition in regular basis. This library lending of two books to a user for home use for total 45 days.

• **Technical Process :**

The District Library of Sivasagar use the DDC 22nd for classification and make catalogue cards for each and every documents .The library has recently adopted library software for data entries of books as per suggestions by the Directorate of Library Services , Assam .

**SUGGESTION:**

The following are the recommendation s made on the basis of analysis of the data and suggestion from library's staff and users.

I. There should have a Auditorium hall.

ii. There should appoint the professional staff in the vacant post .

Iii. The collection should be increased for the benefit of users .

## **CONCLUSION :**

In conclusion ,it can be said that the acquisition of library material planned on the basis of objectives , scope , goals , programmes of the institution , requiring cost effective decision being taken by library staff , with the aid and advice of the faculty . The challenges that we are going to face a “ paperless society “. The challenges is to maintain , nature and optimize the materials of the libraries with help of new technology . Hence , we must be ready , emotionally , professionally and financially to accept and make good use of new technology .

From the above discussion it can say that success of a library depends upon the effective use of library materials . But due to the limited time , it may not be possible to present throughly a aspects of the topic on this paper . So I have tried to highlight the basic paints in my paper .

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