

## COLLECTION DEVELOPMENT POLICY IN MANAGEMENT COLLEGE LIBRARIES IN DAKSHINA KANNADA AND UDUPI DISTRICT: A STUDY

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**Abstract:** - *This study discusses the Collection Development Policy in Management College libraries in Dakshina Kannada and Udupi districts: A study. Geographically the study covers all 24 management colleges situated in Dakshina Kannada and Udupi District. It was found that in the majority of the colleges no collection development policy in their respective libraries. Concerning the form of collection development policy, the study explains that in the majority of the libraries, the collection development policy is an unwritten document. It reveals that most libraries still do not have a written collection development policy. The parameters included in the collection development policy shows that, majority librarian stated that user' need and demand and use of documents based on circulation statistics was the main parameter in the collection development policy. A good number of libraries agreed that the selection of documents is based on the collection development policy. Overall all e-resources were very good in management college libraries. Overall almost management college libraries have computer and printers in their libraries. Overall, all libraries offered circulation service and reference service. Based on the findings, it was suggested that Libraries must follow a written collection development policy while selecting different information sources for the libraries. The author concludes that library professionals need to take utmost care in developing a balanced collection, which enhances the quality of the library.*

**Keywords :** **Keyword: Collection development, Policy, Resources, Services and Collection management etc.**

### Introduction

Collection development is one of the most challenging and an imaginative process of the

library profession, whereby, the library staffs acquires a variety of materials to meet the demand of its users. The phrase collection development

does not seem to be new to the librarians for most of them often using it as a synonym for the terms “selection” and “acquisition”. It may, however, be pointed out that “collection development”, as also mentioned by Gardner and rightly so, is more encompassing a term since it involves more than just selection and acquisition. In recent years, the term "Collection Development" has come to encompass a board range of activities related to the policies and procedures of selection, acquisition and evaluation of library collection. Collection development is an important activity of a librarian. The users are the best judge of the collection of a library. They are in the best position to know what is available in the library and what is not. They can better tell whether the collection is satisfying their information needs or not.

A collection development policy is a written document, which forms a part of the information policy of the parent organization. It is a statement of principles and guidelines used by the library for the development of its collection of information resources (print, electronic, and other non-print formats). Its use should bring consistency among those responsible for developing the collection. As the programmes and information needs of the parent organization change, the collection development policy will also change to meet the changing needs.

The American Library Association states that collection development policies are documents,

which define the scope of a libraries existing collections, plan for the continuing development of resources, identify collection strength and outline the relationship between selection philosophy and the institution's goals, general selection criteria and intellectual freedom (ALA, 1987)

### **Review of Literature**

Paul (2011) in “Collection Development Policy and Selection Criteria for Electronic Materials” identified changes to integrate the issues of the collection development and management of electronic resources in the library. The criteria for the selection of electronic resources, a very important part of any policy of collection development, were also discussed. The conditions in India regarding collection development policy and practices were also discussed in this study.

Shukla and Misra (2011) conducted a study on “Collection Development Policy in the Digital Era”. According to the authors, collection development is one of the basic responsibilities of libraries. In recent years, the traditional formats for information, such as books and microfilm, were increasingly being supplemented by information accessible electronically through the use of computer technology. Hence, the accessible collection development policy of the libraries should include selection criteria and the collection parameters should cover these new media formats.

Olaajo and Akewukereke (2006) in their paper, "Collection development policies: ground rules for planning university libraries" stated that collection development was a planned, continuous and cost-effective acquisition to meet the needs of users and the objectives of the library. Collection development was not only growth in volumes and titles, but in the quality of acquired materials in enhancing effective information delivery. It was only from this perspective that the word "development" could be meaningful about collection development. They also discussed the collection development policy, which established ground rules for planning and budgeting, and the selection and acquisition of library materials.

Maharana and Dutta (2004) in their paper "Collection development in electronic information resources in the R & D libraries of Kolkata city: a survey" discussed the policies and practices of development and eighteen management of e-resources in the select R & D libraries of Kolkata city. They discussed the collection, policy statement and effective management and examined various criteria for selection and evaluation of collection.

### **Need for the Study**

In the present age of information explosion, information gets generated day-to-day. The trend of acquiring printed materials is decreasing, and the need for accessing electronic information resources is increasing slowly day- by- day, and the concept of collection development, which

implies building, growing, and dealing with selection and acquisition of library materials, is changing towards collection management.

### **Scope and Limitations of the Study**

Geographically the study was confined to the 24 management colleges situated in Dakshina Kannada and Udupi districts and this study considered librarians as the respondents. The study was limited to collect the information regarding collection development policy of the libraries of management colleges in Dakshina Kannada and Udupi districts.

### **Objectives**

Based on this, the following objectives were identified

1. To find out the background of the management college libraries under study
2. To know whether the libraries are following any collection development policies.
3. To examine the availability of infrastructure facilities, resources and services in the libraries under study.

### **Methodology**

The questions were designed and developed by the investigator based on the literature available on the subject in consultation with the experts. The opinions and suggestions of the experts were incorporated and the questionnaire was finalized. The questions and the responses were coded for the purpose of entering into the SPSS software. The responses were analyzed category- wise keeping in mind the objectives of the study. The collected data was summarized for possible

assessment by frequency and percentage for the categorical type of data. The data which was in terms of rating scale mean, Standard Deviation and Median was calculated to summarize them.

**Analysis and Interpretation of Data**

This is about the analysis and interpretation of all the responses received from the librarians.

**1. Year of Establishment**

The year of establishment of libraries under study has been presented in Table .1

**Table .1**

**Year of Establishment**

Sl. No.	Year of Establishment	Library	Percentage
1	1981	1	4.2
2	1998	2	8.3
3	1999	4	16.7
4	2001	1	4.2
5	2004	2	8.3
6	2006	4	16.7
7	2007	5	20.8
8	2008	2	8.3
9	2009	2	8.3
10	2011	1	4.2
	<b>Total</b>	<b>24</b>	<b>100.0</b>

It can be seen from the table that of all the 24 management college libraries taken for the study, 20.8% were established in 2007, followed by 16.7% each in 1999 and 2006, 8.3% each in 1998, 2004, 2008, and 2009, and 4.2% each in 1981, 2001, and 2011.

**2. Working Hours of the Library**

The working hours of the Dakshina Kannada and Udupi districts management college libraries is shown in the below table 2.

**Table.2**

**Working Hours of the Library**

Sl. No.	Working Hours of the Library	Frequency	Percent
1	8 am to 8 pm	16	66.7
2	8 am to 10 pm	2	8.3
3	9 am to 5 pm	6	25.0
	<b>Total</b>	<b>24</b>	<b>100.0</b>

Table .2 shows that 66.7% of libraries work between 8 am to 8 pm, 25.0% work from 9 am to 5 pm, and 8.3% work from 8 am to 10 pm. Thus, it can be seen that the majority of the libraries (66.7%) work from 8 am to 8 pm.

**3. Library Staff**

Librarians with Bachelor / Postgraduate degree in Library and Information Science were considered as the professional staff of the library, and respondents with diploma courses in Library and Information Science were considered as semi-professionals. A total number of library staff is shown in Table 3.

Sl. No.	Library staff	Mean	S.D	Minimum	Maximum	Percentiles		
						25th	50th (Median)	75th
1	Professional	2.25	1.452	0	6	1.00	2.00	3.00
2	Semi-Professional	3.25	2.953	0	9	1.00	2.50	5.00

Table 3 shows that on an average in each college 2 library professional staffs range from 0 to 6 and on an average 2.5 semi-professionals ranging from 0 to 9 in the study area. Library services depend upon the quality and strength of the qualified library staff.

#### 4. Opinion about Definite Collection Development Policy

Collection development policy is essential for every library as it provides planned collection development and helps in the growth of a qualitative library collection. Therefore, the librarians were asked about the collection development policy and the data is presented in Table below.4.

**Table .4 Collection Development Policy**

Sl. No.	Collection Development Policy	Yes	No	Total
1	Library has a collection development policy	6 (25.0%)	18 (75.0%)	24 (100.0%)

Table.4 indicates that it shows that 25.0% of the librarians opined “Yes” and 75.0% as ‘No’ to their library having a collection development policy

#### 5. Librarians’ Opinion about the policy being written or unwritten

The librarians’ opinion to the statement ‘Whether the collection development policy is in written or unwritten ‘form is presented in Table 5.

**Table.5**

#### **Librarian Opinion about policy is written or unwritten**

Sl.No.	Opinion	Yes	No	Total
1	Written	0(.0%)	0(.0%)	0.0%
2	Unwritten	6(100.0%)	0(.0%)	6(100.0%)

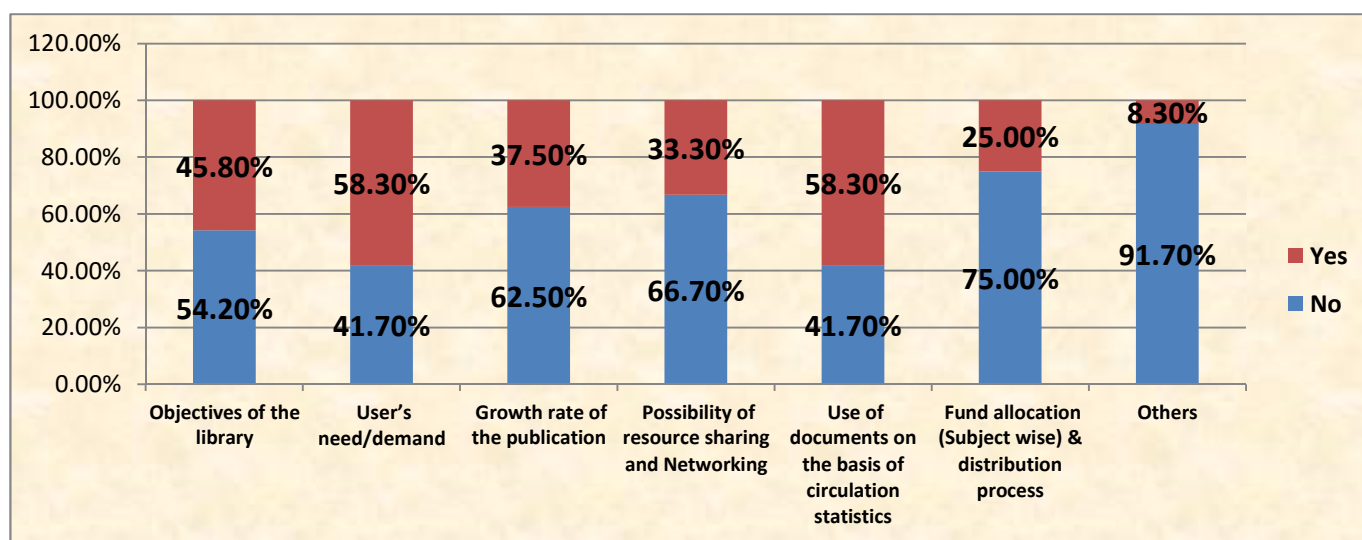
Table .5 shows that .0% of the librarians stated written policy and 6(100.0) % of the having unwritten policy.

### 6. Parameters in Collection Development Policy

It is noted that there are many parameters in collection development policy. Table 6 presents the parameters in the collection development policy.

**Table. 6**  
**Parameters in Collection Development Policy**

Sl. No.	Parameters in Collection development policy	No	Yes	Total
1	Objectives of the library	13 (54.2%)	11 (45.8%)	24 (100.0%)
2	User’s need/demand	10 (41.7%)	14 (58.3%)	24 (100.0%)
3	Growth rate of the publication	15 (62.5%)	9 (37.5%)	24 (100.0%)
4	The possibility of resource sharing and Networking	16 (66.7%)	8 (33.3%)	24 (100.0%)
5	Use of documents on the basis of circulation statistics	10 (41.7%)	14 (58.3%)	24 (100.0%)
6	Fund allocation (Subject-wise) & distribution process	18 (75.0%)	6 (25.0%)	24 (100.0%)
7	Others	22 (91.7%)	2 (8.3%)	24 (100.0%)



**Fig.1 Parameters in Collection Development Policy**

Table 6 and figure 1 shows the parameters included in the collection development policy, and majority 58.3% each of thr librarians opined user’s need and demand and use of documents on the basis of circulation statistics as the main parameter in the collection development policy, 45.8% opined objectives of

the library, 37.5% growth rate of the publication, 33.3% opined possibility of resource sharing and networking, 25.0% opined fund allocation (subject wise) and distribution process, and 8.3% opined others.

**7. Opinion about Selection of documents is based on collection development policy**

Table 7 shows the opinion of the librarians whether the selection of documents is based on collection development policy or not.

**Table .7**

**Opinion about Selection of the documents is based on collection development policy**

Sl. No.	Option	Frequency	Percent
1	No	12	50.0
2	Yes	12	50.0
	Total	24	100.0

Table 7 shows that 50.0% each of the librarians opined ‘Yes’ and ‘No’ response for the questions whether the selection of documents are based on collection development policy or no

**8. Availability of Information Technology related hardware in the library**

In order to implement information technology in the libraries, the requisite hardware and software facilities are very essential. An attempt was made to collect information regarding the availability of hardware and software from the various management colleges and is presented in Table 8.

**Table .8**

**Availability of Information Technology related hardware in the library**

Sl. No.	Availability of IT related hardware in the library	No	Yes	Total
1	Computer	0 (.0%)	24 (100.0%)	24 (100.0%)
2	Printer	0 (.0%)	24 (100.0%)	24 (100.0%)
3	Scanner	1 (4.2%)	23 (95.8%)	24 (100.0%)
4	UPS	3 (12.5%)	21 (87.5%)	24 (100.0%)
5	OHP	13 (54.2%)	11 (45.8%)	24 (100.0%)
6	TV with DVD Player	15 (62.5%)	9 (37.5%)	24 (100.0%)
7	Multi Media kit	14 (58.3%)	10 (41.7%)	24 (100.0%)

8	Bar-Code Technology	5 (20.8%)	19 (79.2%)	24 (100.0%)
9	RFID System	22 (91.7%)	2 (8.3%)	24 (100.0%)
10	CC Camera	6 (25.0%)	18 (75.0%)	24 (100.0%)
11	Automated Self Check Machine	24 (100.0%)	0 (.0%)	24 (100.0%)
12	Automated Book Drop Box	24 (100.0%)	0 (.0%)	24 (100.0%)
13	Laptop	21 (87.5%)	3 (12.5%)	24 (100.0%)
14	Other	23 (95.8%)	1 (4.2%)	24 (100.0%)

It is clear from Table 8 shows that majority 100.0% each of the librarians opined having computer and printer, 95.8% as having scanner,87.5% as having UPS,79.2% as having Bar-code Technology, 75.0% stated having CC camera, 45.8% stated having OHP,41.7% opined having Multimedia kit, 37.5% as having TV with DVD players, 12.5% as having a laptop, 8.3% as having RFID system and 4.2% as other IT related hardware in the library.

**9. Available e-resources in the library of management colleges**

To measure the available e-resources in the libraries, the respondents were asked to rate each statement from 1to 4 with Very good-4, Good-3, Moderate-2 and Not good-1 as seen in Table 8. Total of eight resources were considered. The assessment was done based on the mean value. If the mean value < 2, then it was assessed as “poor”, mean value >2 as “good” and mean value >3 as “very good”.

**Table .9**  
**Available e-resources in the library**

Sl.No.	E-resources	Very Good	Good	Moderate	Not good	Total		
						Mean	S.D	Median
1	EBSCO	17 (70.9%)	5 (20.8%)	2 (8.3%)	0 (.0%)	3.62	.65	4.00
2	Springer	10 (41.6%)	13 (54.2%)	1 (4.2%)	0 (.0%)	3.37	.58	3.00
3	Proquest Management	16 (66.7%)	8 (33.3%)	0 (.0%)	0 (.0%)	3.67	.48	4.00



4	J-Gate	7 (29.2%)	11 (45.8%)	6 (25.0%)	0 (.0%)	3.04	.75	3.00
5	Elsevier Science Direct	13 (54.2%)	5 (20.8%)	4 (16.7%)	2 (8.3%)	3.21	1.02	4.00
6	Emerald	13 (54.2%)	11 (45.8%)	0 (.0%)	0 (.0%)	3.54	.51	4.00
7	Taylor and Francis	9 (37.5%)	13 (54.2%)	2 (8.3%)	0 (.0%)	3.29	.62	3.00
8	K-Nimbus	14 (58.3%)	8 (33.3%)	1 (4.2%)	1 (4.2%)	3.46	.78	4.00

Table 9 shows that 70.9% of the librarians opined that EBSCO was very good, 20.8 % as good, and 8.3% as moderate. Overall, the e-resource EBSCO was rated as “very good” with mean and S.D. = 3.62±.65. About 41.6% of the librarians opined that Springer was very good, 54.2% as good and 4.2% as moderate. Overall, the e-resource Springer was rated as “very good” with mean and S.D. =3.37±.58. About 66.7% of the librarians opined that Proquest management was very good, and 33.3% as good. Overall, the available e-resource Proquest management was rated as “very good” with mean and S.D. =3.67±.48. About 29.2% of the librarians opined that J-Gate was very good, 45.8% as good, and 25.0% as moderate. Overall, J-Gate was rated as “very good” with mean and S.D. =3.04±.75. About 54.2% of the librarians opined that Elsevier Science Direct was very good, 20.8% as good, 16.7% as moderate, and 8.3% as not good. Overall, Elsevier Science Direct was rated as “very good” with mean and S.D. =3.21±1.02. About 54.2 % of the librarians stated that Emerald was very good and 45.8% as good. Overall, Emerald was rated as “very good” with mean and S.D. =3.54±.51. About 37.5%of the librarians opined that Taylor and Francis was very good, 54.2% as good and 8.3% as moderate. Overall, Taylor and Francis was rated as “very good” with mean and S.D. =3.29±.62.About 58.3% of the librarians opined that K-Nimbus was very good, 33.3% as good, 4.2% as moderate and 4.2% as not good. Overall, K-Nimbus was rated as “very good” with mean and S.D. =3.46±.78.

## 10. Services offered in the libraries

Table .9 shows the services available in the libraries.

**Table .10**  
**Services Offered in the libraries**

Sl. No.	Services	No	Yes	Total
1	Circulation service	0 (.0%)	24 (100.0%)	24 (100.0%)
2	Reference service	0 (.0%)	24 (100.0%)	24 (100.0%)
3	CAS service	3 (12.5%)	21 (87.5%)	24 (100.0%)
4	SDI service	20 (83.3%)	4 (16.7%)	24 (100.0%)
5	Inter Library Loan service	21 (87.5%)	3 (12.5%)	24 (100.0%)
6	E-books	3 (12.5%)	21 (87.5%)	24 (100.0%)
7	E-journals	1 (4.2%)	23 (95.8%)	24 (100.0%)
8	Reprographic service	3 (12.5%)	21 (87.5%)	24 (100.0%)
9	OPAC/Web OPAC	9 (37.5%)	15 (62.5%)	24 (100.0%)
10	Abstracting & Indexing service	14 (58.3%)	10 (41.7%)	24 (100.0%)
11	Bibliographic service	12 (50.0%)	12 (50.0%)	24 (100.0%)
12	Press clipping service	5 (20.8%)	19 (79.2%)	24 (100.0%)
13	Online service/Internet service	4 (16.7%)	20 (83.3%)	24 (100.0%)
14	Document Delivery Service	10 (41.7%)	14 (58.3%)	24 (100.0%)
15	Others	22 (91.7%)	2 (8.3%)	24 (100.0%)

Table.10 shows that 100.0% each of the librarians opined to having circulation service and reference service in the libraries,95.8% opined to having e-journals service,87.5% each stated to having CAS service, e-books and reprographic service, 83.3% opined to having online service/internet service, 79.2% stated having press clipping service, 62.5% opined having OPAC/Web OPAC service,58.3% opined having document delivery

service ,50.0% stated having bibliographic service, 41.7% opined havingto abstract and indexing service, 16.7% opined having SDI service,12.5% stated having interlibrary loan service, and only 8.3% stated having other services.

### Findings of the study

The major findings of the research study based on the analysis and interpretation of data has been presented in the following sections.

- From the 24 management college libraries considered for the study, the majority of 20.8% were established in 2007, 16.7% each were established in 1999 and 2006, 8.3% each were established in 1998, 2004, 2008, and 2009, and 4.2% each were established in 1981, 2001, and 2011.
- The study reveals that the majority of the libraries 66.7% are open from 8.00 AM to 8.00PM.
- Out of 24 management colleges on an average in each college 2 library professional staffs range from 0 to 6 and on an average 2.5 semi-professionals staffs ranging from 0 to 9 in the study area. The Library services are depending upon the quality and strength of the qualified library staff, including librarian and supporting staff.
- It was found that 25.0% of colleges have a collection development policy in their respective libraries against 75.0%.
- Concerning the form of collection development policy, the study explains that in the majority of the libraries 6(100.0%), the collection development

policy is an unwritten document. It reveals that most libraries still do not have a written collection development policy.

- The parameters included in the collection development policy shows that out of 24 librarians, majority 58.3% each librarian stated that user' need and demand and use of documents on the basis of circulation statistics was the main parameter in the collection development policy.
- Out of 24 libraries, 50.0% agreed that the selection of documents is based on collection development policy against 50.0% of the libraries.
- About 66.7% of the librarians opined that Proquest management was very good, and 33.3% as good. Overall, the available e-resource Proquest management was rated as "very good" with mean and S.D. =3.67±.48.
- Overall 100.0% of the management college libraries have computer and printers in their libraries, 4.2% to 95.8% have a scanner, UPS, OHP, TV with DVD Player, Multimedia kit, Barcode Technology, RFID system, CC Camera, Laptop, and other IT related hardware.
- Overall 100.0% of the libraries offer circulation service and reference service, and 8.3% to 95.8% offer CAS service, SDI

service, Inter-Library Loan service, E-books, E-journals, Reprographic service, OPAC/Web OPAC, abstracting & Indexing service, Bibliographic service, Press clipping service, Online service/Internet service, Document Delivery service, and other services.

### Suggestions

From the findings of the study as well as feedback from librarians, Libraries must follow a written collection development policy while selecting different information sources for the libraries. At the same time, it is suggested that library staff should also organize orientation programmes /user education programmes and training programmes for library users on how to use e-tools for library collection such as OPAC, Web OPAC, Online database, etc. to search for required information.

### Conclusions

There is a shift from many traditional library practices that were once deemed as the core of library services and collections. Electronic resources have created more opportunities for patrons as well as for library professions. The challenge for librarians is to learn to strike a balance between collection and providing access to print and electronic resources. Also, they must keep in mind the needs of the patrons as the resources of the library, as they build the collections and prepare access. Professionals, who fail to keep pace with emerging technologies, will

be unable to serve the basic information needs of the library patrons

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