

## Collection Development Policy of Knowledge Resource Center, SNDT Women's University, Mumbai

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**Abstract:** - *This paper discusses the current status of the collection development policy at the Knowledge Resource Centre in organizational patterns and makes a comparative analysis of the collection management. Users are satisfied with good management and arrangement of ICT departments print and non print material and staff facilities.*

**Keywords:** Knowledge resource center, Library services, Resource center, Collection development, Collection management.

### Introduction

SNDT Women's University was founded by Dr. Maharishi Hondo Keshav Karve in 1916. This university started Library services in 1955. This library was known as the SNDT Women's University Library System. Is working in the 12090sq.ft and 1784.48 sq.mts.area in two floors. In 2015-2016 the library was renamed the Bharatratna Maharshi Karve Library in honour of the founder.

The Maharashtra Public Universities Act 2016 renamed the library as Knowledge Resource

Center. This library is a multi unit system with the central library at university main campus Mumbai and other two branches Pune, Juhu.

In 2016-2017 library had registered 2088 members from junior college, undergraduate, post graduate, Research scholars, teaching, non-teaching, guest, other members of non SNDT.

Knowledge Resource Center is a key to world knowledge. Acquisition of knowledge will help enlighten the personality of an individual at the vital spiritual and mental levels and will inculcate social virtues and foster intellectual development

to make him a worthy citizen. In knowledge resource center, collection and facilities can be accessed through the OPAC online service facilities at any time. The knowledge resources center committee tries to empower women by providing resources and services with ICT base. New changes are being created in the library to give the all facilities to our clientele in digital format to access information anywhere and anytime.

Collection development is a core activity in any knowledge resource center. University libraries have created collection development policies to build up the collection of the library in line with the mission of their institutions. Many libraries also like to emphasize their general collection. Collection development is routinely carried out in the library.

Collection development and collection management are two sides of the same coin. The activity of one depends on the other's activity. It needs perfect planning of the budget allocation and expenditure.

Collection development is a planning and management tool. It gives focus and direction and the process includes selection, E-databases, maintenance of rare and special collection and more information in different formats. In this year 1688 Books were added to the KRC collection mostly through the University Funds, supplemented by UGC funds. The informal exchanges and donation through various sources supplemented the purchase. This library has different language collections in English, Marathi,

Hindi, Gujarati, Sanskrit. In every year is added needed collection in different languages as per users' demand.

### **Collection Development**

#### **Definition**

Collection development refers to the process of building and maintaining the library collection. The collection development policy established uses the principles given by Walter E. Helmke library in the selection, acquisition, evaluation and maintenance of information resource in electronic, print, and non-print formats.

#### **Funding of the collection Development**

Collection development funding of the library is from University fund, UGC grant, UF grant, RUSA grant and other Donation of the library, gifts, sale of the library old material, received fine for overdue books from the students are various sources for purchase books for the library users in university campus different subject prospectus.

#### **Acquisition and Technical Department**

The Knowledge resource center receives the fund from the SNDT University in every academic year by way of students' library fees. 60% amount is used for purchase of the library materials in different subject area. The received amount of collection fund is distributed in different subjects and this amount is further split into 60% for periodicals and 40% for books. Purchase of all the Subject Books, General books, E-Databases, Print and online periodicals, CD, Audio, Video material and Infrastructures expenses have to be managed in this budget. 40% of the budget is used to purchase of infrastructure expenses, e.g. Library

materials like computers, stacks, and book trolley etc.

The acquisition section is playing an important role for the library in purchasing the right sources for the readers in different format that is more useful for the users. After knowing about the demands for teaching and non teaching staff from university department, students, research scholars, subscribing the new databases and purchase that materials as per demand of users is done in order to develop a good library collection.

Each different department amount is utilized for purchase of their particular books. This department is knows about the importance of the sources to get more books.

Lists of the books to be purchased are made and ordered from books publisher /dealer and reasonable amount of discounts are asked for. Newly published books in the market are also checked for. Once the ordered material is received, the list of ordered materials is rechecked.

### **Technical Department**

In the technical department, all the purchased materials are classified and catalogued. Accession numbers are given to all print and non-print materials and processing is done. It maintains the OPAC display entry of the library collection for ready access for the library users.

### **Circulation Department**

In circulation department are daily issue and return and renewal of 200 to 250 books per day. In this department serve the good services to the users at right time to right sources of the users'

demand. Circulation department used the SLIM21 software to give fast services to users. In this year 150174 members are visiting and used 137422 documents. Listing of the withdrawn materials is done and this year library head has taken decision to withdraw 902 books. The department also gives sms alerts, information alert reminders for overdue books through sms services. Users can use rare and valuable materials and avail of reprographic services. Benefit of using Print services of old materials, syllabus of departmental section, question papers on previous year others materials also received by the users .

### **Reference Department**

Reference department is give service of periodical information to the users of print adnoun print material and E-database service to subscribe the users in different database services. This section is maintaining the journals articles, magazines, pamphlets, newspaper and Bibliographical lists, Indexing, online search information, newspaper clipping information in digital format.

### **Organized User Education Programmers**

Library mainly organizes orientation programmers for the undergraduate students and new members of the library to guide them to enable to retrieve information from library resources. In this year 17programmeswere organized and 677 users took benefit for this orientation.

### **Computerized Catalogue**

Library gives OPAC services through the use of SLIM 21 software to search information print and

non-print materials and non books material. To search all information about the OPAC in author, subject, classification number, editors, publisher, accession number, to all online theses dissertation, conference proceedings, reports, online sources, rare material books information in online catalogue search through the SNTD website is give the right information about library resources are available in the library or reserved.

**Readers Services**

- Reference services and the E-Database and Online database. Newly Started the RUSA Computer Library for the users on 13<sup>th</sup> October 2017 .
- The yearly Granthotsav and festival of book which the library has been organized since 1993 is in its 24 year and it was held in November 2017.
- Displaying newspapers and a newspaper clipping file is maintained periodically, employment information services, internet facilities to different user groups, information literacy programme, suggestion box, displaying of new arrivals conduct book exhibition on different them of occasions. Bibliographies and list information alerts, Non print articles alerts, SDI ,CAS services.
- Print and Photocopies services. Inter library loan services to borrow and loan the books as per users demand.
- Library organized a conference for the students as well as Seminars,

demonstrations and workshops. This type of programmes organized for the users by inviting the outside speakers specializing in various fields to share their knowledge and experience for the library members.

**Services**

Item		No.	
OPAC( Online Catalogue search)		631972	
Collection of Books		234303	
Computer		39	
Database services		58	
E-journals		51	
E-Books (Purchase /Download)		7	
Bound Volume		225	
Internal library loan (Books+ Periodicals)		13	
Manuscript		14	
Non Book Materials (Audio/ Video / CD-Rom)		3598	
Reference Department quarries		43395	
Periodical Department			
Print journals	International	13	
	Indian	145	158
Complimentary periodical			54
Newspaper		25	
Magazines		27	
Dissertation and thesis		7236	
Thesis uploaded on Shodhganga (2016-2017)		864	
Reprints, Brochures , Clipping		20978	
Annual Report		2251	
Reprographic		3002	
Web site		1962	

### Staff and Equipment

In a following process of the library developing the work flow is important. The library staff are working team management in the library was formed all activities and following appointment were made library director to IT professional, circulation, Reference, periodical, technical, data entry, Bibliographical data, accountant for tracking the account funds and office attendance all departmental workers are important part of the library. Installing the library software in the library service counter to give the complete access all data about the library.

### Recommendations for improvement or changes to the library services

- Arrangement of stack area of the Mathematics and science books in different stack
- Arrange the books in same subject but language wise in one rack.
- Arrangement of water facilities in library area.

### Conclusion

Knowledge resource centre has different collection of the different types of users in their vernacular language. In different formation information available in their information searching. In this library have served the good facilities services to every type of users of different ages. Users are getting library benefit of daily use of libraries services from ICT department use to give more database services to search online information. Many tools and

approaches that are available and used for collection development. The Libraries are redevelopment of the collection development policy for the library services within in the different department of services able to manage the E-resource services and provide the new technology for the desktop.

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