# COLLECTION DEVELOPMENT POLICY AND MANAGEMENT AMONG THE THREE ENGINEERING COLLEGES IN HOWRAH DISTRICT: A CASE STUDY

**Gargi Das**[*]

**Abstract:-** This study discusses the importance of collection development in College libraries. Various factors have to be taken into consideration while developing a qualitative collection for the benefit of the users. These factors include policies, principles, techniques and procedures, problems associated with collection/ development. It is equally important to evaluate the collections to assess its use and moreover the usefulness of collection development in electronic environment. Library professionals need to take utmost care in developing a balanced collection, which enhances the quality of the library. The study is attempted on the basis of experience.

**Keywords : Collection development, Policy, College, Libraries**

[*] **Librarian, Rammohan College, Kolkata, W.B., India.**

1. **Introduction**

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. Library collection development is the process of meeting the information needs of the people in a timely and economical manner using information resources locally held, as well as from other organizations.

The *American Library Association* defines Collection Development Policy as "Documents which define the scope of a library's existing collections, plan for the continuing development of resources, identify collection strengths and outline the relationship between selection philosophy and the institutions goals, general selection criteria and intellectual freedom".

This study aimed to measure the principles, policies and procedures governing the collections development policy and management among the four engineering colleges in Howrah district of West Bengal, namely M.C.K.V. INSTITUTE OF ENGINEERING, SEACOM ENGINEERING COLLEGE and CALCUTTA INSTITUTE OF TECHNOLOGY. Also know the total budget of these libraries to determine the budget and aspects of resource sharing.

**OBJECTIVES:-**

- To understand the existing collection development policy among the library of four engineering colleges in Howrah.
- To suggest some guideline for subject scope of library collection.
- To suggest weeding out policy for future.
- To encourage all the members of the college community to participate in collection development.

The factors which would immensely help the librarian to be more alert to build up a user responsive collection. The factors are as follows: -

i.      The Institution, ii. The user community, iii. The present collection, iv. Human and financial resources, v. Allocation of library fund.

**2.      METHODOLOGY: -**The present study is the case study of these above mentioned Library of engineering colleges. Data required for the study was collected from various documents and records of these libraries. To fulfill the objectives of the study literature search have been conducted to survey the literature in this area. The methodology was followed for this study with the help of primarily questionnaire survey method. 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 to obtain relevant data from these libraries. The data was analyzed and 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.

COLLECTIONS DEVELOPMENT & 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.

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*".

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.

COLLECTION DEVELOPMENT REQUIREMENT:-

➢ A well written policy.

➢ Analysis of user needs.

➢ Inter and Intra library communication policy development.

➢ Budgeting and allocation of resources.

➢ Macro evaluation of collections.

➢ Micro evaluation for selection, preservation or withdrawal of stock.

➢ Electronic resources selection tends to be a group activity rather than an individual activity.

## CALCUTTA INSTITUTE OF TECHNOLOGY

This Institute was started in the year 2004 with a clear vision to impart technical knowledge par excellence, motivate the learners in research, evolve result-oriented, innovative techniques in engineering, provide necessary guidance and train our learner in leadership qualities.Calcutta Institute of Technology (ClT) has emerged out in the field of technological education with greater ambition to cater to the need of quality education in the field of Bio-oriented technology. This Institute has the special advantage of having a golden triangle with three important corners, Computer Science & Electronics, Chemical Engineering and Pharmaceutical Technology.

## Collection Detail Of CALCUTTA INSTITUTE OF TECHNOLOGY COLLEGE LIBRARY

| Description | Details |
|---|---|
| Total No. of Books | 42,152 |
| No. (National) print Journal | 12 |
| No. (International) print Journal | 7 |
| Bound Volumes | 92 |
| News Papers | 6 |
| Cd/dvd | 182 |
| Online Journals | 112 |

## SCENARIO OF CALCUTTA INSTITUTE OF TECHNOLOGY COLLEGE LIBRARY BUDGET

**Table 1. Allocation of Budget for various resources**

| Sl No. | Year | Print Resources | | | E-Resouces |
|---|---|---|---|---|---|
| | | Books | Journals | Newspapers | Online Journals |
| 1. | 2012-13 | 9,00,000 | 25,000 | 2,000 | 50,000 |
| 2. | 2013-14 | 11,00,000 | 20,000 | 3,000 | 75,000 |
| 3. | 2014-15 | 14,81,000 | 30,000 | 8,000 | 60,000 |
| 4. | 2015-16 | 10,13,000 | 40,000 | 10,000 | 80,000 |
| 5. | 2016-17 | 7,20,000 | 50,000 | 12,000 | 1,00,000 |

## M.C.K.V Institute Of Engineering

MCKV Institute of Engineering aspires to be the trend-setting institution in the state of West Bengal, promoted in the year 1999 by MCKV Trust. The Institute offers 4 years B.Tech Degree courses in the following streams: Automobile Engineering, Computer Science and Engineering, Electronic and communication Engineering, Information Technology and Mechanical Engineering.

Also the institute offers 3 years Master of Computer Application (MCA) and 2 years M-Tech (Electronics & Comm. Engineering) with specialization in Microwave: Devices & Communication

.**Collection Detail Of M.C.K.V INSTITUTE COLLEGE LIBRARY**

| Description | Details |
|---|---|
| Total No. Books | 29627 |
| No. National (Print) Journals | 16 |
| No International (Print) Journals | 12 |
| Bound Volumes | 128 |
| Newspaper | 5 |
| CD/DVD | 92 |
| Online Journals | 190 |

## COLLECTION DEVELOPMENT POLICY OF M.C.K.V INSTITUTE Of ENGINEERING

CLIENTS SERVED : - The primary clientele are the faculty, staff and students of M.C.K.V Institute of Engineering.

FORMAT: - The library is committed to collecting and maintaining a hybrid collection of materials.

## SCENARIO OF M.C.K.V INSTITUTE OF ENGINEERING LIBRARY BUDGET

Table 1. Allocation of Budget for various resources

| Sl No. | Year | Print Resources | | | E-Resouces |
|--------|------|-------|----------|------------|------------------|
| | | Books | Journals | Newspapers | Online Journals |
| 1. | 2012-13 | 3,00,000 | 20,000 | 2,000 | 50,000 |
| 2. | 2013-14 | 2,00,000 | 15,000 | 2,500 | 40,000 |
| 3. | 2014-15 | 1,56,000 | 12,000 | 3,000 | 60,000 |
| 4. | 2015-16 | 1,72,000 | 15,000 | 4,000 | 80,000 |
| 5. | 2016-17 | 1,87,000 | 18,000 | 5,000 | 90,000 |

## SEACOM ENGINEERING COLLEGE

**Seacom Engineering College** is a technical institution of higher education located at West Bengal, India. It is an ISO 9001:2008 certified organisation. The college is approved by AICTE and affiliated with WBUT. Seacom offers education with its curriculum through a broad array of offerings in engineering & technological studies. The institute is a Unit of the *SEACOM GROUP*. All the courses of the institute are approved be AICTE. The institute offers B.Tech in several undergraduate courses,while the postgraduate courses offer MBA and MCA.

**Collection Detail Of SEACOM ENGINEERING COLLEGE LIBRARY**

| Description | Details |
|---|---|
| Total No. Books | 36555 |
| No. National (Print) Journals | 23 |
| No International (Print) Journals | 11 |
| Bound Volumes | 112 |
| Newspaper | 7 |
| CD/DVD | 122 |
| Online Journals | 92 |

## COLLECTION DEVELOPMENT POLICY OF SEACOM ENGINEERING COLLEGE LIBRARY

**CLIENTS SERVED : -** The primary clientele are the faculty, staff and students of Seacom Engineering College.

**FORMAT:**

The library is committed to collecting and maintaining a hybrid collection of materials.

## SCENARIO OF SEACOM ENGINEERING COLLEGE LIBRARY BUDGET

**Table 1. Allocation of Budget for various resources**

| Sl No. | Year | Print Resources | | | E-Resouces |
|---|---|---|---|---|---|
| | | **Books** | **Journals** | **Newspapers** | **Online Journals** |
| 1. | 2012-13 | 5,00,000 | 30,000 | 5,000 | nil |
| 2. | 2013-14 | 7,50,000 | 50,000 | 7,000 | Nil |
| 3. | 2014-15 | 3,00,000 | 45,000 | 9,000 | 80,000 |
| 4. | 2015-16 | 4,10,000 | 42,000 | 11,000 | 92,000 |
| 5. | 2016-17 | 3,60,000 | 48,500 | 12,000 | 1,10,000 |

# 3. DATA ANALYSIS AND INTERPRETATION

To evaluate the collections of the *CALCUTTA INSTITUTE OF TECHNOLOGY, M.C.K.V. INSTITUTE OF ENGINEERING and SEACOM ENGINEERING COLLEGE,* a questionnaire was prepared for data collect. The data collected focused on the following items:

1. Library collection; 2. Library budget; 3. Selection tools; 4. Electronic journals; 5. Automation.

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

3.1.    Table 1: Total Library Collection: -

| Calcutta Institute of Technology | M.C.K.V Institute of Technology | Seacom Engineering College |
|---|---|---|
| 54,487 | 38,522 | 36,922 |

Table 1 shows that the total Collection of libraries of the above mentioned three engineering colleges are 54,487, 38,522 and 36,922 thousands respectively.

3.2.    Table 2: -Total budget allocated for Library Materials in last three periods : -

| BUDGET | 2014-2015 | 2015-2016 | 2016-2017 |
|---|---|---|---|
| Calcutta Institute of Technology | 15,79,000 | 11,43,000 | 8,82,500 |
| M.C.K.V Institute of Technology | 2,31,000 | 2,71,000 | 3,00,000 |
| Seacom Engineering College | 4,34,000 | 5,55,000 | 5,30,500 |

Table 2 shows that the total budget of library materials (Books, journals, news paper, online journals) of *M.C.K.V INSTITUTE OF ENGINEERING, CALCUTTA INSTITUTE OF TECHNOLOGY AND SEACOM ENGINEERING COLLEGE* in the last three periods. There is a decline of  27.61% of budget for the year of 2015-2016  and 22.83% of budget for the year of  2016-2017 in case of Calcutta Institute of Technology.

But In case of M.C.K.V Institute of Engineering, there is an increase of 17.32% in the budget for the period of 2015-2016 and similarly 10.70% increasement in the budget allotment for library materials for the span of 2016-2017.  In case of Seacom Engineering College Library, there is an increase of 27.88% of budget for library materials for the year of 2015-2016 but for the next period of 2016-2017 there is a decline of 4.41% of budget.

3.3.    TABLE 3: -Selection tools

The data collected about the tools used for selection of study materials in the three libraries is shown in the following table. Data analysis shows that the selection tools, in all three libraries are the same: bibliographic tools and publishers' catalogue. where as M.C.K.V Institute of technology is taken consideration reviews in journals only.

| Selection Of Tools Used | | | |
|---|---|---|---|
| Item | M.C.K.V    Institute of Technolgy | Seacom Engineering College | Calcutta    Institute of Technology |
| 1. | Bibliographic Tools | Bibliographic Tools | Bibliographic Tools |
| 2. | Publishers' Catalogue | Publishers' Catalogue | Publishers' Catalogue |
| 3. | Reviews in journals | --------------- | ----------------- |

3.4.    Table 4: E-Journal Subscription

The table 4 shows that all three colleges subscribe IEEE journal where as M.C.K.V Institute of

Technology            also            subscribe            IET            Journal**.**

| E-journal Subscription | | | |
|---|---|---|---|
| Item No. | M.C.K.V Institute of Technolgy | Seacom Engineering College | Calcutta Institute of Technology |
| 1. | - | - | - |
| 2. | IEEE | IEEE | IEEE |
| 3. | - | - | - |
| 4. | - | - | - |
| 5. | IET | - | - |

3.5.    Table 5:- LIBRARY AUTOMATION

The data collected related to the automation among the three engineering colleges are shown in Table 5. It is observed that the three libraries are automated in various information services. But nearly all of them offer the same facilities in respect automated operational structures for example, OPAC, photocopying, Internet access etc.

| Items | Automated Operational Facilities | Calcutta Institute of Technology | M.C.K.V Institute of Engineering | Seacom Engineering College |
|---|---|---|---|---|
| 1. | Automated Circulation | No | Yes | No |
| 2. | OPAC | Yes | Yes | Yes |
| 3. | Photocopying Facility | Yes | Yes | Yes |
| 4. | Library Automation Software | Yes (LIBSYS) | Yes (LIBSYS) | Yes (LIBSYS) |
| 5. | Internet Access | Yes | Yes | Yes |

3.6.    Table 6: - Effectiveness of Library Collection

| Effectivity of Library Collection | C.I.T | M.C.K.V | Seacom |
|---|---|---|---|
| Fully Effective | 60.65% | 51.25% | 15.75% |
| Partially effective | 1.60% | 1.75% | 3.20% |
| Fairly Effective | 9.85% | 7.90% | 2.75% |
| Not At All | 27.30% | 39.10% | 78.30% |

Table 6 shows that major percentage of students of Seacom Engineering Colleges are not at all satisfied with the collection of their library. The students can't find the collection of library as fully or partially effective. The percentage of Fully and partially effective is moderately high in case of Calcutta Institute of Technology and M.C.K.V Institute of Technology. So in this regard the collection development policy for Seacom Engineering College should be developed.

3.7.    Table 07: - Student Satisfaction with the Library Collection

| Satisfaction with library collection | C.I.T | M.C.K.V | Seacom |
|---|---|---|---|
| Yes | 75.45% | 70.10% | 45.25% |
| No | 24.55% | 29.90% | 54.75% |

Table 07 shows that major percentage of students among the three aforsaid engineering colleges feel very satisfied with the collection of their college library. But it is not enough. If we campare between satisfied and non-satisfied students, we can see that there is a very small difference between YES & NO percentage of students in case of *Seacom*

*Engineering Colleges*. That means students of this college are not satisfied about the collection development rather than other two colleges. It should be more developed according to the student's need.

3.8.    Table 08 : - Whether Collection of libraries should be developed?

| Whether collection should be developed | C.I.T | M.C.K.V | Seacom |
|---|---|---|---|
| YES | 22.35% | 35.25% | 79.20% |
| NO | 77.65% | 64.75% | 20.80% |

Table 08 shows that maximum percentage of students (77.65%) of Calcutta Institute of Technology think that collection of library is much more developed, so there is no need to further development where as 22.35% of students' opinion is that the collection should be more developed for betterment of students as well as for the library also. The scenario of M.C.K.V institute is much more similar with C.I.T that means vote for 'NO' is high than vote for 'YES'. But in case of Seacom Engineering College, major percentage of students want that collection of library is not upto the mark. So the level of development of collection is much necessary for last college as shown in above table.

3.9.    FINDINGS OF THE STUDY

1.      The result of the present study reveals that only the students of C.I.T found their library collection is fully effective and relevant according to their need. But the collection of other two libraries partially effective so that students can't find their relevant information as they want. Specially the collection should be developed in future for Seacom Engineering College.

2.      The result of the present study reveals that students of C.I.T are satisfied of their library collection as whatever they want, they got it. But the majority of students of

M.C.K.V, Seacom are totally not satisfied about their collection of library as they most of the time never got their required information.

3.      The result of the present study reveals that the library collection of Seacom Engineering College should be more developed so that students can get their required information.

4.      The result of present study also reveals that a much more concentration should be provide on E-Journal subscription for the aforesaid three college so that students can be benefitted      because      now-a-days      the      volume      of      printed materials      are      increasing      at      great      speed      and      libraries      can      only offer      a      small      part      of      it,      so      it      is      important      to      provide      electronic formats and also the increase in cost for keeping printed material makes electronic forms more attractive from an economic viewpoint. Moreover, Patrons can view e-journals when the library is not open if they have access to a network terminal.

## 4.      **CONCLUSION**

With the constraint of budget and increase in the prices of print and non print material there is need for sound collection development policy with periodic revision. In developing a library collection, the needs of the users will have to be taken into consideration. As collection development is continuous and never ending activity, a well thought out long term policy is needed to accomplish the task of collection development systematically.

SUGGESTIONS FOR FURTHER STUDIES

1.      I have collected data from 3 Engineering colleges in Howrah District. Similar data can be collected from other Engineering colleges situated in Howrah District for such study on the Collection Development Policy And Management.

2.      I could not cover all the colleges in Howrah District for my data collection. If rest of the colleges is taken into consideration for this study, the sample size shall be sufficiently large. Standard error used as reliability index varies inversely with sample size. Therefore, with sufficiently large sample size standard error shall be relatively less.

3.      All the three colleges should try to make provision for more online journals in next year budget.

4.      Biographies of pioneers in engineering field should be acquired.

5.      All the three colleges should also supported by academic e-book collections, Institutional Repositories and other Open Access Journals and other free Internet Resources.

## References: -

1.      Buaghmann, J.C. (1977). Towards Structural approach to Collection Development. College and Research Libraries.; p242.

2.      Gopinath, M.A. (1982). Financial norms for Collection development in Libraries. Library Science with slant to Documentation 20, 1982.

3.      http://en.wikipedia.org/wiki/Bengal_Engineering_and_Science_University,_Shibpur accessed on 11.04.2017.

4.      http://shreeprakashan.com/Documents/201212278271074.10.Harishkumar.Problems%20of%20Collection%20Development.pdf accessed on 12.06.2017.

5.      http://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf *accessed on 01.03.2017*.

6.      *http://www.iimahd.ernet.in/library/PDFs/conf/015%20Urmila%20Jagtap.pdf* accessed on 07.03.2017

7.      *https://www.usc.edu.au/explore/policies-and-procedures/library-collection-development-academic-policy accessed on 15.04.2017*.

8.      *http://www2.marilia.unesp.br/revistas/index.php/bjis/article/viewFile/486/768 accessed on 22.02.2017*.

9.      Mathew Ikechukwu Oliobi, (1994) "Tapping the Subject Background of Librarians: The University of Port Harcourt Library Experience", Library Review, Vol. 43 Iss: 3, pp.32 – 40. Accessed on 18.04.2017.

10.     Perkins, D. L. (1979). Guidelines for collection development. Chicago: ALA. Accessed on 18.04.2017.

11.     Wombah, S.H. (1986). A plan for the development of selected technological university libraries in Nigeria. Collection management 8(1). Nigeria: Spring.