

## Collection Development in Libraries: Especially Academic Library

Vandana

Librarian GR-III, All India Institute of Medical Sciences, Rishikesh, Uttarakhand, India

**\*Corresponding Author: Vandana**

Email: [mishra.vandana818@gmail.com](mailto:mishra.vandana818@gmail.com)

### Abstract

To develop the collection in the library, library materials should be selected keeping in mind the current needs and future requirements of the users. Library collection refers to print and non-print materials in libraries, new policies and principles, techniques and procedures include the hassle associated with collection development and sorting them out. To maintain the quality of the library, the librarian must be careful to develop the collection.

**Keywords:** Collection Development, Methods, Policy, Weeding-out.

### Introduction

Library collection refers to library materials (books, manuscripts, serials, government publications, booklets, catalogues, reports, recordings, e-resources, microfilms, etc.). The collection is constructed by the selection and acquisition of these materials. Collection development of any library, growth of library collections is the fruit of the authority's great generosity and open mind. Preserving library materials for the future is the main objective of library collections and digital technology has made it easier to access collection knowledge in the present. A library is a collection of sources, resources and services, which is a public institution, a private institution, a collection of management by the head of the library in a government institution. The patron is the best judge of the library's collection.

According to the American Library Association (ALA), Collection Development has been defined as a term which encompasses a number of activities related to the development of the library collection, including the determination and coordination of selection police, assessment of needs of users and potential users, collection use studies, collection evaluation, identification of collection needs, selection of materials, planning for resource sharing collection maintenance, and weeding.

### Purpose of Collection Development:

The primary objective of libraries and information centers is to assist in the transfer of information and to develop knowledge collections in a dynamic and continuous activity. Management consists of a cycle of establishing objectives, planning, allocating, monitoring, evaluating, and then establishing objectives, etc.

### Collection development in a library is done for the following purposes:

1. To fulfill the responsibility of the library.
2. Observing the need of readers
3. Providing study material by selecting and acquiring at the right time as per requirements.
4. To use the library budget properly.
5. Reviewing the library collection from time to time.

### Types of Collection in Modern libraries

#### A library consists of the following types of collections

**Books:** At present, libraries have undergone modernization, the credit of which goes first to the process of book selection. In libraries, selection is being done in books (print and electronic/online) formats using the criteria.

**Periodicals:** One of the study materials of the library is the journal which forms the main part of academic libraries. Acquisition of journals is basically done through print, online and online databases.

**Audio-Visual Materials:** Non-book material such as DVD, streaming audio and video, etc. is called audio-visual content. Libraries have particularly strong collections of audio-visual material.

**Electronic Resources:** The digital format contains electronic resources such as electronic periodicals, eBooks, databases and web-based, etc. content. The electronic resource is being used more and more in libraries e.g. electronic books (e-book), electronic journal (e-journal), online database in various digital formats, adobe acrobat document (pdf), webpage, etc.

**Reference Materials:** The Reference Collection consists of print and online encyclopaedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, and handbooks that provide you with a quick, authoritative introduction to a topic. Reference material is an important tool in realizing many aspects of measurement.

### Methods of Collection Development

The collection demonstrates some of the processes for obtaining information resources under development which are, thus, purchases, exchanges, legal deposits, gifts/donations, memberships, photocopies, inter-library loans, and weeding. Collection development is affected in many ways in the library. The structure and organization of the library are the major factors, whose purpose is the production, distribution, and process adopted by other libraries in the field.

The library's internal activities are divided into public services and technical services. Employees have daily contact with readers, called public services, and all activities are

involved in technical services. Collection development for libraries is a universal process, that material and services used by other libraries also affect collection development.

Support and assistance are the right choices in choosing a collection. The main objectives of the organization should be kept in mind while selecting the required materials in the library. There are several methods of collection development which are as follows:

1. The main means for obtaining documents in the library are purchases.
2. Always welcome gifts or donations for collection development in the library.
3. Institutional membership is a potential resource in collection development.
4. Libraries receive free copies of publications published by the government, national and international organizations, etc., which are an integral part of the library deposit system.
5. Exchange reading material can be a potential tool for collection development.
6. In two libraries it is also possible to exchange additional copies of essential items.

### Collection Development Policy

A best practice for libraries and archives is to implement a collection development policy. By which the library collection can be developed according to the utility. There are thousands of libraries and information centers for which there is a collection development policy. It is necessary to formulate a collection development policy to achieve the goals of libraries. The librarian's thinking plays a key role in providing a policy statement and framework for collection development. According to the IFLA, there are four primary reasons for a written collection development policy: selection, planning, public relations, and the wider context.

### The library collection policy is required for the following reasons:

1. Selection and acquisition of library materials.
2. Planning for new collection areas.
3. Weeding out the necessary material in the library collection.
4. Replacement of lost material.
5. Storing materials as required.
6. Make cooperative decisions with libraries or within library associations.

### Collection Management

Collection management plays an important role in the field of the library by which the selection, acquisition, storage and maintenance of collections are involved. The forms of collection development include planning, selection, and construction of collections. Evaluation of collections is a continuous process of analysing the use, age, status, timeliness, and coverage of library materials.

Collection management in libraries is an important task, which is divided into three major parts:

1. Budget for library collections.

2. Develop policies for library collections.
3. Developing strategies for library construction, weeding, and maintaining collections.

**Collection Management Functions:** Following are the tasks of collection management -

1. Planning and policy making.
2. Collection Analysis.
3. Materials Selection
4. Collection Maintenance
5. Fiscal Management
6. User Liaison
7. Resource Sharing
8. Programme Evaluation

### Weeding Out the Collection:

Weeding refers to the ongoing evaluation of library collections with the removal of those objects that are not useful to library users. Weeding policy is implemented by academic libraries to maintain the quality of stock in libraries. The development of library collections involves the process of stock modification and weeding, which is used for the physical verification of stocks.

### Conclusion

The library is a trinity of readers, resources, and staff. Deals with the interpretation of library development and collection development practices for digital library environments. Various factors are taken into consideration when developing a qualitative collection for the benefit of users. Evaluating collections is equally necessary to assess their use and further enhance the utility of collection development in electronic environments. An important role is played by the librarian to increase the use of library materials and to accomplish the goal. The collection is mainly developed to suit the needs of the readers.

### Conflict of Interest

None.

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