



Dhananjayrao Gadgil Library



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I have great pleasure in writing this foreword to Shri Hingwe's Monograph on 'Reference Books in Academic Libraries'. The publication is in the nature of a survey of one aspect of equipment of Libraries of colleges within the purview of the University of Poona. In insisting on maintenance of given standards of equipment of libraries in constituent and affiliated institutions, University authorities and inspection committees usually employ such measures as numbers of volumes in the library or the total annual expenditure on purchase of books and periodicals. A detailed study of the composition and the quality of the libraries is rarely attempted. Ordinarily, inspection and other committees have neither the time nor the competence to do this properly. It is, however, clear that the usefulness of the library really depends much more on its quality and composition rather than on the number of volumes or the expenditure incurred. Shri Hingwe's study is a welcome first step in the direction of filling the gap in our knowledge in this respect. Also, the survey emphasizes how important it is to make such studies and to adopt appropriate corrective policies. It is necessary in the ultimate analysis to develop norms for the establishment and maintenance of libraries in different types of academic institutions and to ensure that the expenditure of money and energy gives the largest return in terms of utility to the community of users.

As I have remarked above, this is the first step. This survey deals with reference works which would be of use to both teachers and students. Such a survey would have to be supplemented by other surveys of

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composition of libraries in other respects as also surveys of users, surveys of requirements, surveys of servicing, etc., so that the total picture of the library as an instrument of teaching and research is made available. I have every hope that the staff of the University Library will find it possible to undertake the needed further surveys and also that this survey will arouse interest among the library and academic staff of the institutions themselves and lead them to survey and study their own situation and requirements in greater detail. Ultimately, all this effort should lead to the establishment of certain norms and standards related to academic efficiency. The Authorities of the University of Poona are keen on encouraging all such efforts and would, I feel sure, be prepared to give concrete assistance to institutions for improving library equipment and servicing wherever the institutions themselves are seen to make a serious effort in that direction.

D. R. GADGIL
Vice-Chancellor.

INTRODUCTION

I am pleased to present this humble and the first attempt of the Department of Library Science, ^{University of Poona,} ~~evaluating~~ some trends in library organization, to all those interested. This one is concerned with the study of college and other academic libraries, under the jurisdiction of the University of Poona.

Library Science is a developing science and pure as well as applied research in this subject, would certainly enhance the utility and intensity of the library service.

It is really a matter of great pride and satisfaction that an urge to seek knowledge, voluntarily or because on account of circumstances, is intensified day by day. This challenge is being met by starting colleges and institutions of higher learning in every corner of the country. But mere increase in the number ^{of} academic institutions is not going to solve our problems. The quantitative aspect must not be upheld at the cost of quality and therefore all colleges must encourage development of all facilities, including libraries.

Effective and efficient library service is dependent on factors like adequacy of funds and rich library resources. It is simply impossible to increase the intensity of our teaching programme without adequate use of libraries, both by the students and faculty members.

The Department of Library Science, University of Poona, intends to undertake surveys of such situations, from time to time, which are intimately connected with practical problems, encountered while running any library.

Any constructive comments on this brief survey will be very much appreciated.

I am thankful to Shri. S.G. Mahajan, Chief Cataloguer, Smt. Shantabai Yerawadekar, Junior Assistant, Jayakar Library for having assisted me in

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K.S. HINGWE
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Science

Aims of Education and the Role of the Libraries :

While describing the aim of education Swami Vivekananda writes 'The aim of the true education is not restricted to book-learning. We want education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet'¹. If we are earnest in achieving the aims of education as described above, then it must be considered indetical with information, libraries with greatest sages and encyclopaedias with the rishis. Dr. D. S. Kothari, Chairman, University Grants Commission says "It is one of the basic tasks of education - education at all levels -- to generate in the young generation a sense of purposefulness and mission, dedication, confidence in themselves and faith in the country's future"².

A modern library occupies a very unique and important position in the teaching function of every academic institution and is directly concerned with imparting full and true education. No academic library can fulfill the teaching objectives of the institution concerned, provided its collection is restricted to text books, guides and popular books. One cannot imagine the possibility of imparting true education, if students and teachers depend entirely upon text-books, notes and guides. A library collection of any academic institution must therefore comprise three sections (i) reference works (ii) text-books (iii) research materials and allied reading materials.

OBJECT AND SCOPE OF THE SURVEY :

The object of this survey is to find out whether the importance of libraries, so well recognised and talked in theory, is established in practice by making available basic reference works to the students and the faculty members for consultation and whether adequate funds are provided to facilitate purchases of basic standard reference works.

IMPORTANCE OF REFERENCE SECTION :

It is but natural that the scope and the nature of the reference section of a library is likely to vary, depending upon the type of the library. Whatever the type and size of the library, it will have questions of one sort or another brought to it by its readers and these must be answered in so far as the resources of the library permit. Much of the reputation and effective service of the library depends upon the success with which it handles its reference questions. This reputation cannot obviously be achieved without the availability of basic reference works.

WHAT IS A REFERENCE BOOK ?

Reference book is defined as "a book to be consulted for some definite information rather than consecutive reading. In such books, facts are usually brought together from a vast number of sources and arranged for convenient and rapid use. They may supply the information directly, as in encyclopaedias, directories, almanacs and similar works, or they point the way to the place where the information is found, the function of the many ingenious bibliographies and indexes now available".

SCOPE :

The scope of this survey is restricted to study the range and richness of reference works, available in the libraries of constituent and affiliated colleges, recognised institutions falling under the jurisdiction of the University of Poona.

QUESTIONNAIRE :

The questionnaire mentioning important reference

works, was circulated to 51 libraries and the returns were quite encouraging.

	<u>Replied</u>	<u>Not Replied</u>
Local	12 2
Mofussil	33 4

The classification of the 82 reference works, mentioned in the questionnaire, is as follows :

	English	Marathi	Total
Bibliographies (General) ...	6 ...	1 ...	7
Bibliographies (Subject) ...	5 ...	- ...	5
Biographical Dictionaries ...	8 ...	1 ...	9
Dictionaries (Language) ...	5 ...	2 ...	7
Dictionaires (Subject) ...	2 ...	- ...	2
Encyclopaedias (General) ...	7 ...	5 ...	12
Directories ...	11 ...	- ...	11
Encyclopaedias (Subject) ...	8 ...	1 ...	9
Gazetteers ...	4 ...	- ...	4
Handbooks & Manuals ...	3 ...	- ...	3
Yearbooks Almanacs ...	7 ...	- ...	7
Miscellaneous ...	6 ...	- ...	6
	72 ...	10 ...	82

Realising limitations in respect of financial resources it would not be fair and just to expect the availability of all the 82 reference works in every library. However, it is equally true that no library can effectively meet requirements of its clientele without the availability of at least one reference work, belonging to the categories referred to above.

TABLE NO. 1

Name of the Reference Work	LOCAL LIBRARIES		MOFUSSIL LIBRARIES	
	Available	Not Available	Available	Not available
American Men of Science	2	10	Nil	33
Annual Bibliography of English Language & Literature	2	10	Nil	33
Annual Register of World Events	2	10	1	32
Authors' and Writers' Who's Who	2	10	Nil	33
Ayer's Directory of Newspapers and Periodicals	Nil	12	Nil	33
Bartlett's Familiar Quotations	2	10	1	32
British National Bibliography	2	10	Nil	33
Cambridge Bibliography of English Literature	3	9	1	32
Chamber's Biographical Dictionary	5	7	1	32
Chamber's Encyclopaedia	2	10	Nil	33
Chamber's Technical Dictionary	3	9	4	29
Colliers' Encyclopaedia	2	10	2	31
Columbia Encyclopaedia	1	11	2	31
Columbia Lippincott Gazetteer of the World	1	11	Nil	33
Cumulative Book Index	1	11	Nil	33
Dictionary of National Biography	5	7	1	32
Directory of International Scientific Organizations (Paris, Unesco)	1	11	1	32
Encyclopaedia Americana	5	7	3	30
Encyclopaedia Britannica	12	Nil	17	16
Encyclopaedia Associations of	Nil	12	Nil	33
Encyclopaedia/Educational Research	1	11	5	28
Encyclopedia of Religion and Ethics	8	4	3	30
Encyclopaedia of Science and Technology	5	7	3	30

Name of the Reference Work	LOCAL LIBRARIES		MO. USSIL LIBRARY	
	Available	Not available	Avail-	Not available
Encyclopaedia of Social Sciences	9 ...	3 ...	12 ..	21
Encyclopaedia of World Art	1 ...	11 ...	Nil ..	33
Funk and Wagnall's Standard Dictionary of Folklore, Mythology and Legend	1 ...	11 ...	2 ..	31
Guide to Reference Materials	2 ...	10 ...	1 ..	32
Hutchinson's Technical and Scientific Encyclopaedia	Nil	12 ...	Nil ..	33
Index to Contemporary Biography and Criticism	Nil	12 ...	Nil ..	33
International Scientific Organizations (Library of Congress)	Nil	12 ...	Nil ..	33
Keesing's Contemporary Archives	2 ..	10 ...	Nil ..	33
Keller's Dictionary of Dates	Nil ..	12 ...	Nil ..	33
Oxford Dictionary of Quotations	... 7 ...	5 ...	4 ..	29
Oxford English Dictionary	.. 12 ...	Nil ..	22 ..	11
Oxford Junior Encyclopaedia	5 ...	7 ..	5 ..	28
Pear's Cyclopaedia 5 ...	7 ..	4 ..	29
Roget's International Thesaurus	... 7 ...	5 ..	1 ..	32
Ulrich's Periodicals Directory	... 2 ...	10 ..	1 ..	32
Van Nostrand's Scientific Encyclopaedia	.. 4 ...	8 ...	3 ..	30
Webster's Biographical Dictionary	... 1 ...	11 ...	1 ..	32
Webster's Geographical Dictionary	... 2 ...	10 ...	1 ..	32
Whitaker's Almanac	... 2 ...	10 ...	2 ..	31
Winchell's Guide to Reference Books	... 1 ...	11 ...	Nil ..	33
World Almanac and Book of Facts	.. 2 ...	10 ...	1 ..	32
World List of Scientific Periodicals	.. 2 ...	10 ...	Nil ..	33
Year Book of International Organizations	.. 2 ...	10 ...	Nil ..	33

Name of the Reference Work	LOCAL LIBRARIES		MORUS SIL LIBRARI.	
	Available	Not Available	Avail-able	Not available

Commenwealth Universities Yearbook	2	10	Nil	33
Year Book of World Affairs	1	11	Nil	33

Indian Reference Tools (Conventional)

Asian Recorder	3	9	Nil	33
Author Table for Indian Names	Nil	12	Nil	33
Bibliography of Indian Geology and Physical Geography	Nil	12	Nil	33
Bibliography of Indian Law	Nil	12	Nil	33
Bothlingk's Sanskrit Worterbuch	3	9	Nil	33
Dictionary of Indian Biography	2	10	Nil	33
Directory of Museums of India	1	11	1	32
Directory of Universities and Institutions of Higher Learning in India	2	10	3	30
Facilities for Technical Education in India	Nil	12	1	32
Fodor's Guide to India	3	9	1	32
Imperial Gazetteer of India	6	6	4	29
Index Translationum Indicarum	2	10	Nil	33
India - Handbook of Commerical Information	1	11	1	32
India - A Reference Annual	11	1	11	22
Indian Ephemeris and Nautical Almanac	2	10	Nil	33
Indian National Bibliography	6	6	3	30
Linguistic Survey of India	3	9	Nil	33
Namalinganusasana : Amarakosha	6	6	4	29
National Bibliography of Indian Literature 1901-1953	1	11	1	32
Nifor Guide to Indian Periodicals	7	5	Nil	33
Times of India Directory and Year Book Including Who's Who	12	Nil	13	20
Union Catalogue of Learned Periodicals in South Asia	2	10	Nil	33

Name of the Reference Work	LOCAL LIBRARIES /		MOFUSSIL LIBRARIES	
	Available	Not Available	Avail-able	Not Available
Wealth of India	8	4	4	29
Who's Who of Indian Writers ..	10	2	8	25
संस्कृत कोश	१	३	१९	१४
महाराष्ट्रीय ज्ञानकोश ..	१	३	१०	१६
सुलभ विश्वकोश	८	४	११	२२
चरित्र कोश	११	१	११	२२
भारतीय संस्कृति कोश ..	१	३	१३	२०
महाराष्ट्र शब्दकोश	११	१	१५	१८
महाराष्ट्र वाक्संप्रदाय कोश ...	११	१	४	२९
व्यावहारिक ज्ञानकोश	४	८	४	२९
अभिन्व मराठी ज्ञानकोश	४	८	१०	२३
मराठी ग्रंथ सूची	१०	२	९	२८

On the basis of the overall picture regarding the availability of some standard reference works in local and mofussil libraries, it can be generalised that the position is far from satisfactory. The author of the paper opines that atleast one title from each of the following types of reference works must be available for the conduct of teaching function of any type of college :

- Encyclopaedias
- Directories
- Biographical Dictionaries
- Bibliographies (National & Language)
- Annuals - Year Books

ENCYCLOPAEDIA

Encyclopaedia is defined as "a work, containing informal articles on subjects in every field of knowledge usually arranged in alphabetical order, or a similar work limited to a special field of subject". It is the most indispensable reference work and has the pride of place

as its mainstay. Table No.2 presents the picture of the availability of some standard encyclopaedias in English and Marathi :

TABLE NO 2

A - General Encyclopaedias (English)

	<u>Local</u>		<u>Mofussil</u>	
	Available	Not Available	Available	Not Available
Chamber's Encyclopaedia ...	2	10	Nil	33
Collier's Encyclopaedia ...	2	10	2	31
Columbia Encyclopaedia ...	1	11	2	31
Encyclopaedia Americana ...	5	7	3	30
Encyclopaedia Britannica...	12	Nil	17	16
Pear's Encyclopaedia ...	5	7	4	29

The above table shows that all local colleges and other libraries possess atleast one standard general encyclopaedia i.e. 'Encyclopaedia Britannica.' However all the libraries do not possess latest edition. Most of them have outdated edition. 16 mofussil colleges neither possess 'Encyclopaedia Britannica' nor any other general Encyclopaedia. One wonders how the teachers and students can keep themselves in touch with the realm of knowledge without the availability of any standard encyclopaedia.

BIBLIOGRAPHY :

The Oxford English Dictionary defines 'Bibliography as " a list of books of a particular author, printer or country, or those dealing with any particular theme; the literature of a subject".

Bibliographies are considered as basic tools for building up the resources of a library. They are

particularly useful for :

- (a) Scrutinizing individual titles
- (b) seeing information to different reading and research materials
- (c) obtaining information on the complete writings by an individual author
- (d) selecting best books in a particular subject of study
- (e) judging the nature and the scope of the titles on the basis of annotations supplied

Considering the utility and importance of bibliographies, one can realise that no library can build up its collection without the availability, atleast of the National Bibliography and bibliography of books published in regional language. Table No.3 attempts to study the availability of two 'must' bibliographies in every academic library.

TABLE NO. 3

	<u>Local</u>		<u>Mofussil</u>	
	<u>Available</u>	<u>Not Available</u>	<u>Available</u>	<u>Not Available</u>
Indian National Bibliography	6	6	3	30
Marathi Granthasuchi	10	2	5	28

The position of the above mentioned bibliographies in respect of local libraries, though satisfactory, is very pathetic in relation to mofussil libraries. 28 out of 33 mofussil libraries neither possess 'Indian National Bibliography' nor 'Marathi Granthasuchi', and one wonders how the teaching programme of any college and book - selection work could be conducted without these basic reference works.

YEAR-BOOKS, ALMANACS, DIRECTORIES :

Our college libraries must be equipped with such resources as would build up generation of responsible citizens, men and women of varied interests and persons who would be able to direct their intellect and abilities towards the betterment of their professions, community and the country. One of the ways of achieving this goal is to encourage our young generation to 'know how' of events and facts going around them. They ought to know some basic facts, particularly in relation to their country. This means that attempts must be made to inculcate the habit of 'knowing more and more' among our student world.

There are several works which enable to sharpen one's general knowledge , and Year-Books, Almanacs, Directories occupy a major role among those. A Year-Book is defined as "annual volume of current information in descriptive or statistical form". It may cover information relating to particular country or a particular field of activity. The 'Statesman's Year Book', 'India : a reference annual', 'Times of India Directory' can be cited examples of reference works falling under the category of Year-books, Almanacs, Directories.

TABLE NO.4

	<u>Local Libraries</u>		<u>Mofussil Libraries</u>	
	Available	Not Available	Available	Not Available
Whitaker's Almanac ... 2	1	10	2	31
World Almanac and2 Book of Facts	1	10	1	32
Fodor's Guide to3 India	1	9	1	32
India : a Reference .. 11 A Annual	1	1	11	22
Times of India 12' Directory	1	Nil	13	20

Table No.4 proves that position of local college libraries in respect of Annuals relating to India, is reasonably satisfactory. But one wonders at their lamentable dearth in respect of 'world Almanacs'. Colleges in mofussil area believe that they can very well progress even without any information about the events or facts going around them. This is proved from the fact ^{that} more than fifty per cent of colleges neither have 'India : reference annual' nor 'Times of India Directory' in their libraries.

No college library can afford to subscribe to new journals without reference to the directory, mentioning names of various periodicals, their subscriptions, periodicity etc. and for this purpose basic Periodicals' Directories must be available for ready reference.

TABLE NO. 5

	<u>LOCAL LIBRARIES</u>		<u>MOFUSSIL LIBRARIES</u>	
	Available	Not Available	Available	Not Available
Ulrich's Periodicals ...	2	10	1	32
Directory				
Nifor Guide to ...	7	5	Nil	33
Indian Periodicals				

On the strength of the figures mentioned ⁱⁿ Table - 5 one can safely generalise that our college libraries do not have basic tools, on the basis of which they can select periodicals.

BIOGRAPHICAL DIRECTORIES :

Every library is concerned with giving varied and comprehensive information relating to prominent personalities in every field. Information about the lives of great people alive ~~of~~ dead, of specialists in different fields of

knowledge, of the royalty and nobility, are frequently inquired about. And such inquiries are not restricted only to knowing their dates of births and deaths but equally cover areas like professional and academic achievements of the persons concerned. People need to consult biographical dictionaries when they are expected to introduce the chief guest to the audience. Faculty members may be required to consult biographical sketches of controvertial figures for establishing their identities and contributions.

A Biographical Dictionary is defined as "essentially a directory of notable persons, usually arranged alphabetically by surnames, with biographical indentifications that range from brief outline to extended narrative."

TABLE NO. 6

	<u>LOCAL LIBRARIES</u>		<u>MOFUSSIL LIBRARIES</u>	
	Available	Not Available	Available	Not Available
Chamber's Biographical Dictionary ... 5	7		1	32
Dictionary of National Biography ... 5	7		1	32
Webster's Biographical Dictionary ... 1	11		1	32
चरित्र कोश (चित्रावकृत) ... ११	१		११	२२

From the statistics given in Table 6 one can say that the staff and students of the mofussil colleges are least interested in reading the lives of great personalities.

The present study has so far taken stock of the availability of some basic reference works in college libraries and on its strength, it can be generalized that the position is far from satisfactory.

One of the chief causes attributed towards the well

rounded development of college libraries is the inadequacy of funds. If we study the percentage of expenditure on books and periodicals by the college libraries, in the context of recommendations of the Education Commission Report, (Dr. Kothari Report), the picture will appear very discouraging. Dr. Kothari Report recommends that -

" The University Education Commission had suggested about 6.5 per cent of educational budget as reasonable expenditure on libraries. But this could vary say from 6.5 per cent to 10 per cent depending on the stage of development of each university library. It may also be suggested that, as a norm, a university should spend each year about Rs. 25/- for each student registered and Rs.300/- per teacher".

The Library Committee of the University Grants Commission has recommended an expenditure of Rs.15/- per student and Rs. 200/- per teacher⁴.

The following table will help to throw some light on the existing financial ^{conditions} of college libraries, particularly with reference to the proportion of expenditure on books and periodicals, out of the total budget of every college.

TABLE NO. 7

Name of the College	Total Number of Students	Total Expenditure on Books and Periodicals	Percentage of Expenditure of Books & Periodicals out of the total budget of the College
College of Engineering Poona	1412	30,000.00	4%
Fergusson College Poona	2641	13,197.00	1.03%
College of Agriculture Poona	971		

Name of the College	Total Number of Students	Total Expenditure on Books & Periodicals	Percentage of Expenditure of Books and Periodicals cut of the total budget of the College
S.P. College, Poona.	3270	20,050.00	1.8%
Law College, Poona	831
Tilak College of Education, Poona.	242	2,500.00	1.5%
N. Wadia College Poona	2820	13,000.00	2 %
B.M. College of Commerce, Poona	2063	13,000.00	2.0 %
M.E.S. College Poona	2741	20,000.00	2.6 %
B.J. Medical College, Poona	1209
Tilak Ayurved Mahavidyalaya Poona.	367	4,200.00	1.57 %
Shri Shahu Mandir... Mahavidyalaya, Poona.	730
St. Mira's College for Girls, Poona	364	6,000.00	4.6 %
Armed Forces Medical College, Poona	581
H.P.T. College Nasik	1484	14,000.00	2.3 %
M.J.College of Arts & Science Jalgaon	1747
Pratap College Amalner	1173	9,800.00	2.17 %
Ahmednagar College.. Ahmednagar	2387
Arts & Science & M.F.M. College of Commerce, Dhulia	1731
B.Y.K. College of Commerce, Nasik	Not know	11,000.00	5 %
M.S. Gaekwad Arts Science and Commerce College, Malegaon	749

Name of the College	Total Number of Students	Total Expenditure on Books & Periodicals	Percentage of Expenditure of Books & Periodicals out of the total budget of the College
R.B. N. Borawake ... College, Shrirampur	408
College of Agriculture Dhulia	222 ..	5,000.00	.. 1.5 %
J.S.M. College of... Arts, Science and Commerce, Alibag	414
Ulhasnagar Arts, ... Science and Commerce College, Ulhasnagar	1377 ..	27,200.00	.. 5 %
Arts, Science and .. Commerce College, Faizpur	405
College of Education, Dhulia	183
Arts, Science and .. Commerce College, Chalisgaon	503 ..	10,000.00	.. 3.6 %
Dr. B. Ambedkar ... College of Arts, Science and Commerce, Mahad	295 ..	8,000.00	.. 2 %
Sangamner Arts, ... Commerce and B.N. Sarda Science College, Sangamner	592 ..	11,600.00	.. 3.3 %
Premraj Sarda College, Ahmednagar	555 ..	10,000.00	.. 3 %
Baramati College, .. Baramati	477 ..	13,200.00	.. 5.5 %
Smt. P.D. Mali Arts & Shri B. Bhagwan and Smt. H. Dalal Commerce College, Shirpur	201 ..	10,000.00	.. 8.58%
Chandrurup Dakale Jain College of Commerce, Shrirampur	183 ..	11,100.00	.. 10.28%
Graduates Basic ... Training Centre, Dhulia	58 ..	1,820.00	.. 3 %
P.N. Chandak Arts and J.D. Bytco Commerce College, Nasik Road	656 ..	7,336.00	..

Name of the College	Total Number of Students	Total Expenditure on Books & Periodicals	Percentage of Expenditure of Books and Periodicals out of the total budget of the College
Bhusawal Arts and Commerce College, Bhusawal	319	20,000.00	7½%
Karjat College, Karjat	123	3,000.00	4%
Arts & Commerce College, Kopergaon	211	11,500.00	6.54%
Arts & Commerce College, Nandurbar	272		
Smt. C.H. College, Ulhasnagar	493	23,000.00	6%
Science College, Kopergaon	99	11,500.00	6.54%
College of Education, Jalgaon	104	6,450.00	8%
College of Education, Nasik	71	5,000.00	6.50%
College of Education, Ahmednagar	79		7.4%
R.A. Potdar Medical College (Ayurvedic), Worli, Bombay	59		
V.W. Sabha's Arts and Commerce College, P.O. Dhulia	119		11%
Annasaheb Awate College, Manchar	99		
J. Mahavidyalaya (Arts & Commerce College) Pathardi	77	10,000.00	14.29%
Arts & Commerce College, Bhiwandi	144		
College of Education, Ulhasnagar	60		20%
<u>Recognised Institutions :</u>			
Gokhale Institute of Politics, Poona		59,856.00	5.27%
Deccan College, Poona		45,000.00	5%
Bhandarkar Oriental Research Institute, Poona		2,500.00	7.81%

Table No. 8 indicates how many local and mofussil colleges are following the pattern of expenditure as recommended by the U.G.C. Library Committee and Dr. Kothari Commission Report.

TABLE NO. 8

	<u>Local Institutions</u>		<u>Mofussil Institutions</u>
	Colleges (Total Returns)	Research Institu- tions (Total Returns)	College (Total Returns)
	9	4	24
Less than 1%	1	Nil	Nil
1 to 5%	8	1	11
6 to 10%	Nil	3	9
11 to 15%... ..	Nil	Nil	3
16 to 20%... ..	Nil	Nil	1
Above 20%... ..	Nil	Nil	Nil

I would like to conclude this brief survey by quoting the following extract from the 'U.G.C. Review Committee on Education', which is more or less applicable to all kinds of college libraries, with few exceptions.

" Generally the libraries of Colleges are poorly equipped. There is a lamentable lack of reference books and journals, documentation materials. Some libraries do not have even standard professional books, to say nothing of literature from other cognate disciplines. Provision of a good library should be regarded as indispensable for raising the standard of professional preparation and research in post-graduate institutions. This would naturally require considerably larger financial resources than are at present available to most institutions"5.

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Publisher's Monthly,
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- 3 Mukherjee, A. K. ... Reference Work and
Its Tools.
pp. 37-38.
- 4 U.G.C. Library Committee ... Report of.. p.22
- 5 U.G.C. Review Committee ... Report of ... p.50
on Education

Appendix - A

Considering the condition of the present financial resources of different colleges, one cannot, obviously expect them to purchase all reference works enumerated in Table 1. But there are some basic reference tools which must be available in each and every college library. A select list of some 'must' reference works is given below for the guidance of all those concerned :

GENERAL ENCYCLOPAEDIAS

Collier's Encyclopaedia

or

Encyclopaedia Britannica

महाराष्ट्रीय ज्ञानकोश किंवा मुलम विश्वकोश

BIBLIOGRAPHIES

Indian National Bibliography

Marathi Granthasuchi by S.G. Date

Cumulative Book Index (Funds Permitting)

DIRECTORIES

Whitaker's Almanac

India : a Reference Annual

Times of India Directory and year book

PERIODICALS DIRECTORIES

Ulrich's Periodical Directory

Nifor Guide to Indian Periodicals

BIOGRAPHICAL DICTIONARIES

Chamber's Biographical Dictionary

or

Webster's Biographical Dictionary

भारतवर्षीय चरित्र कोश (प्राचीन, मध्ययुगीन, अर्वाचीन)

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