

# **DEVELOPMENT OF LIBRARY FACILITIES IN UNIVERSITIES AND COLLEGES**

**UGC**

**G. I. P. E.**

# DEVELOPMENT OF LIBRARY FACILITIES IN UNIVERSITIES AND COLLEGES

UNIVERSITY GRANTS COMMISSION  
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## FOREWORD

The University Grants Commission has attached a very high priority to the development of library facilities in the universities and colleges in India. A considerable portion of the funds of the Commission has been spent on strengthening them.

An attempt has been made in the following pages to indicate (a) the present position of university and college libraries in terms of books, buildings and other facilities, (b) the nature and quantum of assistance made available by the UGC to the universities and colleges for this purpose, (c) the recommendations of some important committees set up in India and abroad to review library development in institutions of higher learning, and (d) to estimate the immediate requirements of the universities and colleges for development of their libraries.

While it is important that more funds should be provided to develop library facilities in our universities and colleges, it is equally important that the existing facilities are used to the best advantage and to the maximum extent.

New Delhi.  
May 24, 1968.

P. J. Philip  
*Secretary*  
*University Grants Commission*

**APPENDICES  
AND  
CHART**

## APPENDIX I

### GRANTS PAID BY THE UNIVERSITY GRANTS COMMISSION TO THE UNIVERSITIES FOR THE DEVELOPMENT OF UNIVERSITY LIBRARIES

(Figures in Rupees)

S.No.	Univrsity	Grants paid to the universities up to 31.3.68 for library buildings and furniture			Grants paid to the universities for purchase of library books for					Allocation for books and journals in Fourth Plan*	
		Approved cost	UGC share	Grants paid	Humanities (H) or Science (S)	First Plan	Second Plan	Third Plan	Fourth Plan (upto 31.3.68)	Basic grants	As recommended by visiting committees
1	2	3	4	5	6	7	8	9	10	11	12
1.	Agra	29,575 —	19,716 —	9,000 —	H S	— 60,000	1,85,000 1,10,000	1,08,000 1,00,000	35,000 45,000	2,00,000	6,10,000
2.	Aligarh	18,30,959 —	18,30,959 —	17,53,430 —	H S	— 1,50,000	2,05,000 2,93,000	3,10,900 2,95,000	77,195 1,80,638	3,50,000‡	7,00,000
3.	Allahabad	16,91,400 —	14,60,933 —	12,56,000 —	H S	75,000 1,05,000	1,87,600 2,40,000	2,97,000 3,35,000	1,23,000 60,000	2,00,000	6,98,000
4.	Andhra	11,14,000 —	7,42,666 —	6,05,000 —	H S	30,000 1,15,000	1,82,000 1,90,000	90,000 1,00,000	1,21,000 50,000	3,00,000	6,75,000
5.	Annamalai	9,00,000 —	6,00,000 —	5,99,000 —	H S	30,000 65,000	90,000 2,23,334	1,30,000 1,75,000	43,505 88,165	2,00,000	4,17,000

\* Combined figures for humanities and science are given.

‡ Includes Rs. 50,000 for medicine.

1	2	3	4	5	6	7	8	9	10	11	12
6.	Banaras	8,29,520 —	8,29,520 —	6,70,000 —	H S	30,000 95,000	30,000 2,66,000	75,000 2,35,556	30,000 1,00,000	4,00,000*	8,15,000
7.	Baroda	15,01,745 —	7,67,780 —	5,67,447 —	H S	30,000 70,000	2,88,600 2,35,000	1,65,886 2,60,000	19,000 89,894	2,00,000	5,69,000
8.	Bangalore	10,00,000 —	6,66,000 —	— —	H S	— —	— —	— 50,000	75,000 90,000	5,00,000	2,70,000
9.	Bhagalpur	10,00,000 —	6,66,667 —	6,57,000 —	H S	— —	5,000 —	1,00,000 1,55,000	16,163 43,757	1,50,000	4,90,000
10.	Bihar	6,60,147 —	4,00,000 —	1,10,000 —	H S	30,000 90,000	1,23,300 2,60,000	1,35,000 2,50,000	16,096 17,591	1,50,000	7,45,000
11.	Bombay	6,22,000 —	4,14,667 —	4,05,000 —	H S	30,000 60,000	1,35,000 1,92,500	1,65,082 1,18,000	40,000 1,53,780	3,00,000	8,75,000
12.	Burdwan	10,00,000 —	6,66,666 —	6,47,000 —	H S	— —	— —	1,45,000 1,00,000	1,00,000 1,00,000	2,00,000	10,60,000
13.	Calcutta	34,35,960 —	22,90,639 —	18,35,000 —	H S	30,000 1,00,000	1,95,000 2,40,000	1,05,000 1,14,000	25,000 35,000	3,50,000†	9,05,000
14.	Delhi	17,83,000 —	17,83,000 —	12,70,000 —	H S	30,000 1,50,000	3,38,500 2,66,000	1,94,400 2,33,000	1,13,000 36,250	3,00,000	5,00,000
15.	Dibrugarh	6,00,000 —	4,00,000 —	— —	H S	— —	— —	— —	30,000 50,000	1,50,000	1,00,000

\* Includes Rs. 1,00,000 for medicines.

† Includes Rs. 50,000 for basic medical sciences.

APPENDIX I—(Contd.)

1	2	3	4	5	6	7	8	9	10	11	12
10	16. Gauhati	12,48,000 —	8,32,000 —	8,02,906 —	H S	30,000 60,000	2,10,000 2,55,000	1,65,000 1,80,000	89,000 2,20,000	2,00,000	7,45,000
	17. Gorakhpur	14,59,966 —	9,41,242 —	7,89,200 —	H S	— —	1,50,000 2,00,000	80,000 91,000	20,000 11,346	1,50,000	5,40,000
	18. Gujarat	9,21,674 —	5,33,333 —	4,95,000 —	H S	30,000 80,000	2,30,000 2,40,000	2,32,000 1,95,000	85,000 86,209	2,00,000	5,15,000
	19. Indore	3,86,000 —	2,51,000 —	— —	H S	— —	— —	35,000 —	10,000 12,000	1,50,000	3,73,000
	20. Jabalpur	9,98,803 —	6,65,869 —	5,35,000 —	H S	— —	60,000 40,000	3,59,000 3,00,000	18,000 33,058	1,50,000	3,50,000
	21. Jadavpur	7,81,594 —	5,21,062 —	4,48,724 —	H S	— —	1,46,000 1,95,000	1,42,903 2,25,000	99,070 79,000	2,00,000	6,05,000
	22. Jammu & Kashmir	11,00,000 —	7,33,000 —	— —	H S	30,000 62,000	1,00,000 68,000	1,85,000 2,77,000	90,000 48,480	2,00,000	5,40,000
	23. Jiwaji	6,00,000 —	4,00,000 —	— —	H S	— —	— —	50,000 25,000	85,000 64,858	1,50,000	2,25,000
	24. Jodhpur	— —	— —	— —	H S	— —	— —	1,41,000 1,79,880	1,32,000 3,945	2,00,000	5,45,000
	25. Kalyani	— —	— —	— —	H S	— —	— —	60,000 1,80,000	23,000 1,27,000	1,50,000	— ** —

\*\* Recommendations of the visiting committee not yet approved.



1	2	3	4	5	6	7	8	9	10	11	12
26.	Karnatak	6,31,227 —	4,08,771 —	4,05,404 —	H S	60,000 80,000	2,60,000 2,35,000	1,65,000 3,15,000	60,000 81,000	2,00,000	3,00,000
27.	Kerala	12,78,000 —	8,52,000 —	6,50,000 —	H S	30,000 80,000	1,68,000 83,600	2,85,900 3,28,197	30,000 82,025	3,00,000	13,20,000
28.	Kuruksetra	9,00,000 —	6,00,000 —	20,000 —	H S	— —	— —	2,95,000 1,05,000	70,000 55,361	1,50,000	3,40,000
29.	Lucknow	4,80,950 —	3,20,620 —	18,000 —	H S	30,000 65,000	2,56,000 2,30,000	2,05,000 2,05,000	— —	2,00,000	8,10,000
30.	Madras	17,00,000 —	11,34,000 —	— —	H S	30,000 70,000	1,60,000 2,20,000	91,000 2,41,667	77,428 57,030	3,00,000	7,53,000
31.	Madurai	— —	— —	— —	H S	— —	— —	— —	35,000 41,200	2,00,000	6,15,000
32.	Magadh	8,00,000 —	5,33,000 —	— —	H S	— —	— —	80,000 30,000	— —	1,50,000	3,80,000
33.	Marathwada	10,13,153 —	6,75,435 —	6,22,928 —	H S	— —	1,00,000 80,000	1,00,000 1,75,000	30,000 47,000	2,00,000	3,00,000
34.	Meerut	— —	— —	— —	H S	— —	— —	— —	25,000 —	1,50,000	**
35.	Mysore	13,62,401 —	9,08,327 —	9,16,500 —	H S	30,000 65,000	1,20,000 1,00,000	1,75,500 3,54,000	1,30,000 99,929	3,00,000	6,60,000

\*\* Recommendations of the visiting committee not yet approved.

APPENDIX I—(Contd.)

1	2	3	4	5	6	7	8	9	10	11	12
36.	Nagpur	9,51,000 —	4,75,550 —	4,68,550 —	H S	20,000 46,500	80,000 50,000	2,26,312 3,59,000	49,440 68,400	2,00,000	4,35,000
37.	North Bengal	8,00,000 —	5,33,333 —	2,90,000 —	H S	— —	— —	1,20,000 1,50,000	— 50,000	1,50,000	6,00,000
38.	Osmania	14,73,000 —	9,81,966 —	9,60,000 —	H S	50,000 1,35,000	1,30,000 2,10,000	1,68,000 2,52,333	— 80,000	3,00,000	4,30,000
39.	Panjab	30,45,000 —	20,49,667 —	14,07,667 —	H S	— 50,000	1,30,000 3,10,000	4,65,677 5,63,333	2,34,696 1,32,544	3,00,000	11,65,000
40.	Patna	13,59,474 —	9,06,317 —	8,75,000 —	H S	30,000 50,000	55,000 1,05,000	1,35,400 2,60,000	2,04,000 50,000	3,00,000	8,25,000
41.	Poona	10,09,000 —	6,72,333 —	4,55,500 —	H S	30,000 60,000	1,28,300 1,70,000	1,51,400 1,55,000	75,650 37,281	2,00,000	6,30,000
42.	Punjabi	11,80,000 —	7,86,666 —	5,85,000 —	H S	— —	— —	1,00,000 1,50,000	53,000 55,000	1,50,000	3,55,000
43.	Rabindra Bharati	— —	— —	— —	H S	— —	— —	11,000 —	40,000 —	1,00,000	1,00,000
44.	Rajasthan	8,92,243 7,68,676	6,14,766 5,12,450	4,65,000 80,000	H S	40,000 25,000	2,20,000 2,69,000	2,05,100 4,52,000	1,05,159 70,000	3,00,000	9,90,000
45.	Ranchi	10,50,000 —	7,00,000 —	— —	H S	— —	— —	1,37,000 2,00,000	— —	1,50,000	2,40,000

1	2	3	4	5	6	7	8	9	10	11	12
46.	Ravi Shankar	7,65,000	5,10,000	1,50,000	H S	— —	— —	40,000	53,074 14,200	1,50,000	3,70,000
47.	Roorkee	8,94,922	5,96,614	5,87,533	H S	— 40,000	— 73,750	15,000 2,56,250	80,000 1,20,000	2,00,000	4,25,000
48.	Sardar Patel	10,41,187	6,94,125	6,30,000	H S	— —	2,10,000 1,00,000	2,00,000 1,50,000	79,000 85,000	2,00,000	4,00,000
49.	Saugar	8,43,554	5,53,569	5,26,600	H S	50,000 80,000	2,37,100 1,75,000	1,86,253 1,95,500	63,900 80,000	2,00,000	6,50,000
50.	Saurashtra	—	—	—	H S	— —	— —	— —	— —	1,50,000	**
51.	Shivaji	7,71,835	4,00,000	3,80,000	H S	— —	— —	50,000 50,000	40,000 1,54,000	1,50,000	5,00,000
52.	S.N.D.T. Women's	8,46,532	5,64,000	1,30,000	H S	30,000 —	70,000 —	1,61,000 87,000	57,876 —	1,50,000	4,10,000
53.	Sri Venkateswera	14,65,000	7,76,666	7,34,000	H S	32,000 43,000	1,46,000 1,35,000	80,100 1,50,000	75,000 1,07,716	2,00,000	3,90,000
54.	Udaipur	—	—	—	H S	— —	— —	— 40,000	20,000 86,300	1,50,000	6,75,000
55.	Utkal	8,94,630	5,94,420	5,76,000	H S	30,000 55,000	2,20,000 65,000	1,00,000 1,15,000	58,000 86,000	2,00,000	8,10,000

\*\* Recommendations of the visiting committee not yet approved.

APPENDIX I—(Contd.)

1	2	3	4	5	6	7	8	9	10	11	12
56.	Varanaseya Sanskrit Vishwavidyalaya	8,01,462	5,33,333	4,30,000	H	—	50,000	1,95,000	—	1,00,000	1,50,000
57.	Vikram	10,09,785	5,32,942	4,53,000	H S	— —	50,000 70,000	1,15,500 3,30,000	60,000 31,428	2,00,000	2,50,000
58.	Visva-Bharati	10,03,100	10,03,100	1,77,400	H S	10,000 —	1,50,000 —	1,50,000 1,20,000	1,35,000 65,000	2,00,000	2,90,000
14	<i>Institutions deemed to be universities</i>										
59.	Birla Institute of Technology, & Science, Pilani	— —	— —	— —	H S	— —	— —	— —	20,000 43,977	1,50,000	**
60.	Gujarat Vidyapith	5,00,000	3,33,333	2,05,000	H	—	—	60,000	30,000	75,000	1,55,000
61.	Gurukul Kangri, Hardwar	— —	— —	— —	H S	— —	— —	80,000 1,32,000	17,000 9,000	75,000	1,00,000
62.	Indian Institute of Science, Bangalore	19,35,100	19,35,100	17,61,000	H S	— —	— —	59,500 1,24,500	5,000 1,92,356	2,00,000	7,05,000

\*\* Recommendations of the visiting committee not yet approved.

1	2	3	4	5	6	7	8	9	10	11	12
63.	Indian School of International Studies, New Delhi	—	—	—	H	—	—	—	40,000	2,00,000	**
64.	Jamia Millia Islamia, New Delhi	— —	— —	— —	H S	— —	— —	69,000 2,500	20,000 —	75,000	1,60,000
65.	Kashi Vidyapith	5,00,000	3,33,333	2,25,000	H	—	—	60,000	30,000	75,000	1,60,000
66.	Tata Institute of Social Sciences, Bombay	—	—	—	H	—	—	15,000	61,000	1,50,000	90,000
<b>Total</b>		<b>5,94,60,574</b>	<b>4,14,42,455</b>	<b>2,86,39,789</b>		<b>31,23,500</b>	<b>1,19,96,584</b>	<b>1,84,46,529</b>	<b>75,86,970</b>	<b>1,30,50,000</b>	<b>3,18,05,000</b>

\*\* Recommendations of the visiting committee not yet approved.

Note : Visiting committees have not yet visited the Universities of Berhampur, Kanpur, Sambalpur and South Gujarat and the Indian School of Mines, Dhanbad.

## APPENDIX II

### SUMMARY OF RECOMMENDATIONS OF THE UGC COMMITTEE ON UNIVERSITY AND COLLEGE LIBRARIES

#### UGC grant

1. A period of 17 months should be allowed for the proper utilisation of the UGC grant for reading and kindred materials, to facilitate book-selection and book-purchase along useful and economic lines without disturbing the weekly rhythm of the administration works of the library and the normal reference and circulation service to readers.

2. A library may be allowed to spend up to 1/5th of the Commission's grant for reading and kindred materials on the staff required to select and complete the purchase of the materials and to complete the technical work and processing necessary to bring them into active use.

3. Commission's grant to a university library should be determined according to an agreed per capita formula.

4. Subject to local variation, the capacity of the university to spend, and the amount at the disposal of the Commission, for grant for reading and kindred materials, Rs. 15 per capita on the basis of students registered in the university and Rs. 200 per teacher may be given as grant to a university library for the time being. These figures should be revised periodically in the light of the changes in the cost of books and periodicals.

5. In the case of an affiliating university the number of students and teachers to be counted should be determined in the light of local conditions.

6. In the case of a newly started university which is not more than five years old, an additional grant up to a sum of Rs. 3,00,000 may be

given to build up the initial stock of reading materials, such as periodical publications, reference books, and advanced treatises.

7. These universities may be given permission to spend this amount within a period of 3 years.

8. Whenever schemes for the development of postgraduate departments are accepted by the Commission some assistance should be given for the purchase of reading and kindred materials and bringing them into active use.

9. The entire library finance of a university or a college library should be provided by the Commission and the state government.

10. The Commission and the state government should decide from time to time the proportion in which their respective grants to a university or a college library should be determined.

11. The Commission and the state government should have an agreed understanding between them that each will actually pay its own share of the library grant.

12. The Commission should not ordinarily withdraw or lower its grant to a university or a college library because the state government fails to provide the corresponding matching grant.

13. The library grant in any year should be based on the statistical data of the preceding year.

#### **Library fund**

14. The library fund of a university or a college should be maintained and operated as a separate library account.

15. To make the spending of book-fund useful and to avoid its being dissipated on the rush-purchase of any materials readily available in the near-by market, the unappropriated amount of the budget should not be lost to the library, but should be carried forward to the credit of the library and be available for inclusion in the budget of the next year, as an addition to the normal allotment. Our chief book market is now thousands of miles away. Scholarly treatises, research materials, and particularly back volumes of learned periodicals take a long time in searching and procuring. Therefore, this provision for the revival of unspent balance in the next year's budget is quite essential.

16. Each library should :

- (i) Spread the utilisation of the grant received from the Commission for reading and kindred materials as uniformly as possible over the entire period of 17 months allowed for purchase ;
- (ii) Avoid hastening to spend the grant somehow on the purchase of whatever is available for immediate delivery without fully satisfying itself about the actual or anticipated demand of the reading materials purchased ;
- (iii) Complete all the administrative and technical work on the reading materials and release them for use by readers as expeditiously as possible, say, within less than one month of their receipt in the library ;
- (iv) Allocate the total book fund equitably over all the disciplines pursued by the parent body, subject to the availability of worthwhile reading and kindred materials in the different disciplines and the special extraordinary needs, if any, of particular disciplines ;
- (v) Avoid duplication of learned periodicals and reference books ;
- (vi) Minimise duplication of advanced treatises ;
- (vii) Purchase a reasonable number of copies of books of the textbook standard ; and
- (viii) Distribute the share of the total book-fund of each discipline, equitably on current learned periodicals, their back volumes, reference books, advanced treatises, and textbooks.

17. It is desirable and economical for the selection of current learned periodicals and their back volumes to be coordinated among the libraries of a locality or a region, so as to minimise duplication and maximise the number of distinct periodicals available in the region, in order that the book-fund of each institution may go the longest way.

18. Without prejudice to the recurring local needs of students and research worker in different subjects, the libraries of a locality or a region should by mutual agreement specialise in stated subjects and make their collection in them as complete as possible for the requirements of research and invoke the aid of inter-library loan for books in frequent demand in subjects in which they do not specialise.



19. To prevent any prejudice to the readers' requirements being caused by the co-ordination of selection and purchase mentioned in Sec. 24 and 25, the libraries should co-operate with one another in inter-library loan and, whenever warranted, in exchange of reading materials so that they are housed where they are in greatest demand.

20. The Commission may frame a set of rules for inter-library loan and commend them to the university libraries.

21. To facilitate inter-library loan and co-ordination of selection the UGC should promote the production and maintenance of a union catalogue of the learned periodicals and the books in foreign languages other than English and rare books necessary for research in the humanities and the social sciences along the lines in which the INSDOC is doing for the natural sciences.

#### **Book selection and book purchase**

22. The acquisition of reading for the libraries should be regulated as follows :

- (i) The authority concerned may lay down the policy according to which book-selection should be regulated ;
- (ii) The authority concerned may make the allocation of the amount for the purchase of reading materials ;
- (iii) The proportion implied in the allocation should normally be continued for at least three years without undue disturbance unless there are unexpected special factors coming into play. The proportion may be reviewed and re-established periodically, say once in three years ;
- (iv) The authority concerned should provide a panel of experts in different subjects to help the librarian in making the final selection of reading and kindred materials;
- (v) It should be regarded as improper to call for tenders or competitive quotations for each order ;
- (vi) Standing vendors may be appointed with stipulated terms including discount and exchange rate for a year or a longer period with a clause in the agreement that if orders are not filled within a prescribed period, the librarian will be free to

place orders with others. In this, special weight should be given to advanced books and treatises ;

- (vii) Within the limits of the policy laid down, and in conformity to the advice of the experts concerned, and without exceeding the sanctioned budget and allocation, the librarian should be entrusted with the responsibility of book-selection and the acquisition of reading and kindred materials ;
- (viii) The authority concerned may exercise the power of review to satisfy itself that the acquisition of reading and kindred materials was being done without infringement of the policy and the limitations of the budget and the allocation, and for watching for factors needing amendment in the policy and in the allocation of the fund ; and
- (ix) To minimise the harmful effect of the practices in vogue in the choice of adhoc or standing vendors for the supply of books, such as: (a) Leading to failure of prompt supply of nascent books ; (b) By-passing of the supply of advanced books and treatises in limited demand, of difficult-to-get-at kinds and without an attractive trade discount ; and (c) Resulting in the ultimate lapse of budget allotment for books or for its diversion at the last minute to less important books because of their being available on the spot. It is necessary to rationalise the vendor-library relation as it is now only in a formative stage.

23. To facilitate this and reach an agreed standard, such as net-book agreement, which will not either stifle the development of a healthy book trade or vitiate the proper utilisation of the book-fund of the libraries, it would be desirable for the Commission to bring about a conference consisting of a few representatives of publishers, book-sellers, the library profession, the top-management of universities, and if feasible, representatives of statutory library authorities in areas in which a Library Act is in force.

24. In view of the increasing cost of foreign books, it is desirable for the Commission to promote publication of cheap Indian editions of foreign books in wide demand in the universities and colleges or their import in sheets and being bound in India.

25. To minimise the effect of the (i) present exchange difficulties; (ii) Import licence difficulties ; and (iii) frustrating delay caused by these two factors in the procurement of foreign reading materials. It is desirable for the Commission, *either* to arrange through a suitable agency for (a) pooling together the orders of the different libraries for foreign reference books and advanced treatises of too limited a demand to warrant cheap Indian edition or Indian binding ; (b) their purchase in bulk ; and (c) their distribution to the libraries and debiting of their cost against the grant due to the respective libraries, *or* to give part of the grant in the form of foreign exchange licence or coupons.

26. If the first alternative is followed, to minimise the danger of cooperative or centralised purchases resulting in the curtailment of the freedom of libraries in book-selection, the Commission may adopt special methods such as the following :

- (i) Appoint an expert committee for each subject to make a book selection list of reference books and advanced treatises, likely to be needed by many universities and colleges ;
- (ii) Circulate these lists to the libraries of the universities and bigger colleges for their respective selection ; and
- (iii) Consolidate the returns on these lists for bulk purchase.

Such lists in the different subjects may go out at different times. They may also be promoted by the libraries corresponding among themselves. This device may be given up as soon as the current difficult situation in respect of foreign exchange and import licence disappears.

#### **Promotion of reading habit**

27. The most potent method of developing in the students a book-sense and the desire to own, enjoy, and read worthwhile books is the adoption of a teaching technique which minimises telling facts or giving readymade opinion but rouses curiosity in the students by posing the pros and cons of a problem, and encouraging the students to seek from books and periodicals the information and knowledge necessary to satisfy the curiosity and generally inspire the students to seek enjoyment in reading good books, safe-guarded open access and provision of ample reference service should be provided by each university and college library.

28. Suitable arrangements may be made by the Commission to prepare and distribute periodically anticipatory reading lists of current and best books in diverse subjects of general interest to the students. Each library should also prepare its own reading lists from time to time on topics of local demand.

29. Reading circles may be formed on various topics from time to time and they may be given facilities to meet in the library.

30. Reference librarians should be appointed in sufficient number to help the students with sympathy and understanding in the selection of reading materials.

31. Each university or college, as the case may be, should encourage the formation of bookshops within its campus through cooperative effort or in any other manner.

#### **Weeding out and loss of books**

32. The following principles should be adopted by a library for weeding out books :

- (i) Generally speaking, pedestrian books (for example textbooks and other books without permanent value) may be weeded out once in five years;
- (ii) Books worn out by use beyond repair may be weeded out once in a year ;
- (iii) Reference books, which are quite out of date and whose later editions are available in the market, may be weeded out once in five years or ten years according to their nature ; and
- (iv) A list of the books to be weeded out may be sent to the State Central Library, or its equivalent which should be given the choice to take over such copies as are found necessary to have within the State at least one tolerably sound representative copy.

33. While rare, costly, and small-size reading materials should be kept safely without direct access to readers and issued out only on formal application, in the case of the other books housed in the open access regions of the library, loss of two volumes for every one thousand volumes issued out is a risk worth taking for getting the books widely used before they go out-moded in thought-content or perish physically ; and such a

loss should be normally written off by library authorities, unless there is evidence of mal-practice on the part of the staff.

### **Documentation**

34. To save the time of the research workers, the library should (i) make documentation lists on demand as well as in anticipation to supplement the INSDOC list; (ii) make, on demand from research workers, abstracts of articles in current issues of periodicals not covered by the issues of abstracting serials received in the library; (iii) procure documents not in the library by inter-library loan; (iv) procure photostat or microfilm copies or other reprograph of documents on demand from research workers; (v) arrange, on demand, translations of articles in foreign languages through the INSDOC or other agencies; and (vi) employ documentalists in adequate number.

35. The following policy may, for the time being, be adopted by the Commission in respect of the reprograph of documents and the reading apparatus needed for them.

36. In view of the fact that facilities for micro-filming, photostating, and duplicating exist in Delhi, Bombay and Bangalore, the following universities, situated in the regions noted against them and having rich collections of periodicals and manuscripts, may be provided with micro-filming, photostating and duplicating equipments :

Eastern India	Calcutta
Western India	Poona
Southern India	Madras
Central India	Hyderabad
Northern India	Lucknow or Banaras

37. It is desirable to consult the INSDOC, which has experience in this field, for suggesting suitable equipment.

38. To begin with, one reading apparatus may be useful in each university library.

39. The demand for a second apparatus should be properly established by statistics and frequency of use, before an application for its supply can be entertained.

## **Departmental collection**

40. A postgraduate department of a university may be allowed a permanent loan of up to a maximum of 2,000 volumes that are expected to be frequently needed for the research in progress in the department.

41. This does not apply to the books whose duplication has been made especially for the use of the department.

42. The volumes on permanent loan may be kept in the department for an indefinite period. As and when the needs of the department change, the volumes no longer required in the permanent loan collection may be returned to the Central Library and new volumes taken in their place.

43. The volumes in the permanent loan collection are subject to recall by the librarian at his discretion in case they are wanted for other readers or for technical purposes.

44. Besides the permanent loan, each department may be given a temporary loan of up to 100 volumes, returnable only in the last week of the term or the year as may be prescribed.

45. Copies of textbooks, if any, supplied to teachers for teaching purposes should be independent of loan of every kind and should be treated on a par with the material equipments furnished to a teacher.

46. Current issues of periodicals should be kept on display in the periodicals room of the central library for one or two weeks to give a chance for everybody to pursue them and be released for loan to research workers only after that period.

47. It is not economical to build independent departmental libraries, unless a department is far away from the campus. It will unnecessarily add to the load of responsibility of the head of the department. Even in the case of a department having its own library for reasons of distance or other reasons, all impersonal work such as book-purchase, classification, cataloguing, and binding of books should be left to the care of the central library.

## **Library Staff**

48. The professional staff of a university should be distributed into four grades with designations, qualifications, and scales of salary corresponding to those of professors, readers, lecturers and assistant lecturers.

49. There should also be semi-professionals to do the repetitive routine connected with technical work, besides the usual ministerial staff.

50. The professional staff of a college should have the qualifications and the salary scale given in Section 5 chapter J of the report.

51. The system of appointing a non-professional person, such as a professor, as honorary librarian as the head of a library should be abolished.

52. The strength of the staff of a library should be determined on the basis of the load of work in accordance with the staff-formula whose substance is given in Section 5 chapter K.

53. The salary fund of the university and college libraries should be subsidised by the Commission so as to promote the implementation of the recommendations contained in Section 81.

#### **Department of library science**

54. A first grade department of library science may conduct courses for B. Lib. Sc., and M. Lib. Sc., and a second grade one only for B. Lib. Sc. ordinarily. A university department of library science should not conduct certificate courses for semi-professionals. This should be left to the care of the departments of libraries and the library associations in the constituent states.

55. A first grade department of library science should have one professor, one reader, two lecturers and two demonstrators, and a second grade one should have one reader, one lecturer and one demonstrator.

56. For the time being the Commission may help the maintenance of full-time teachers in not more than six second grade departments of library science distributed on a regional basis and not more than two first grade departments.

57. During the next ten years, the Commission's help may have to be gradually extended so as to secure one second grade department of library science in each constituent state.

58. The librarian and his staff should devote their full time to the work of the library and should not be burdened with part-time teaching

work ; nor should the teachers in the department of library science be burdened with the work of the library.

#### **Course of studies in library science**

59. Only a graduate should be admitted to the B. Lib. Sc. course.

60. A person should be allowed to join the B. Lib. Sc. course only after the satisfactory completion of an apprentice course of six months in a library approved for the purpose.

61. A committee of experts should be appointed by the Commission to examine the question of improving and coordinating the standard of teaching and research in the departments of library science of the universities and to give advice on the course of studies, standards, and teaching.

#### **Library buildings, fittings and furniture**

62. The standards for the library buildings, fittings and furniture, established by the Indian Standards Institution and extracted in chapters N and O, should be followed by all the university and college libraries.

63. Any proposal, for a new library buildings, fittings and furniture, or for the adaptation of an existing building, or for its extension for library purposes, should be examined and approved by a library expert appointed by the Commission.



## APPENDIX III

### SUMMARY OF RECOMMENDATIONS OF "A SURVEY OF THE UNIVERSITY OF DELHI LIBRARY"

#### Introduction

1. The pace of library development in recent years has been rapid, but it has been outstripped by changes in the university which have transformed it into a major centre of advanced instruction and research. To catch up, the book collections have to be further strengthened, and more money will be required to do it. This however is only the more obvious side of the matter. A great university library cannot be bought. It has to be built. The standards for building wisely and well involve standards of material support and standards of human support—library government, organization and administration, library personnel and service. Close examination of library conditions at the University of Delhi in the light of these standards shows that the entire structure of support needs strengthening. This calls for balanced effort which begins with action on fundamental library policy and organization and with improving the professional capabilities of the staff.

2. The object of the report is to assemble and organize information to be used by the several departments and by other university authorities in analysing for themselves the library problem as it now stands. The heart of the report is the presentation of this information, chapter by chapter. From the labour of digging out this information and digging into its meaning, certain recommendations have emerged. In the aggregate they constitute a rounded programme of action which is contributed as a further aid towards completion of the task of self-analysis to which the university has set itself. The recommendations are summarised here for quick reference after they have been read in context first.

### **The university library in perspective**

3. Base the case for library development on the premise that library service of high quality is the heart of an academic programme of high quality and complete the breakaway from the tradition inherited by the university that a library is a conventional but more or less useless accessory.

4. Get ready for increased per capita use. Current academic trends and improved services are sure to bring it and at the moment the library is not ready for it.

### **Conditions favourable to success**

5. The University of Delhi has incurred special responsibilities for reasons of origin and location. If India is to give her full measure of support to the university, the facts about its history and success in meeting these responsibilities should be more widely known to the general public.

6. That the university undertake to develop a library programme that is attuned both to its educational and broad social responsibilities.

7. No definitive set of standards for use in developing a university library programme exists, but hundreds of man years have been invested in crystallizing those which are commonly agreed, in library literature, to be among the most essential. It is recommended that the university consider the applicability of such standards in dealing with local library problems.

### **The book collections**

8. That book selection be oriented toward supporting instruction and research.

9. That the university use the library to achieve the following results to :

- (i) provide the resources necessary for research in fields of special interest to the university ;
- (ii) aid the university teacher in keeping abreast of developments in this field ;
- (iii) provide the library facilities and services necessary for success of all formal programmes of instruction ;

- (iv) Open the door to the wide world of books that lie beyond the borders of one's own field of specialization ; and
- (v) bring books and people together under conditions which encourage reading for pleasure, self-discovery, personal growth and the sharpening of intellectual curiosity.

10. That the university adopt the practice of examining, with the aid of the librarian, the library implications of a proposed educational programme as one of the steps necessary for determining whether the proposal is to be approved. When this is not done, the library programme and formal educational commitments are too loosely related to one another.

11. That the Library undertake, as its part of coordinating library and educational policy, sympathetically to serve all educational programmes approved in accordance with the foregoing recommendation.

12. That expansion of the academic programme be correlated with the library's capabilities in manpower, books and space to meet its share of all educational commitments.

13. That the university and the University Grants Commission examine the practical significance of long range library support and seek to provide support which is both stable and adequate in accordance with procedures which are mutually acceptable.

14. That the teaching staff and library staff work closely together to discard obsolete books and to determine in advance what titles are to be used intensively enough to require the purchase of additional copies.

15. That a special library fund be created for use in financing duplication of titles when it is adjudged to be necessary to provide adequate library support for the academic activities of the University.

16. That the library committee, in cooperation with faculties and the academic council, study ways in which the guidance given to students in syllabi can be related more closely (1) to faculty cooperation in book selection and (2) the library's efforts to cooperate in supporting the work of all teachers.

17. That the university's book-selection policy be broadened to include, as one objective, the development of a suitable collection of

bibliographies and other important compilations of information which fall in the category of reference books.

18. That provision for regular purchase of reference books be made by annual allocation of funds for this purpose.

19. That while the university will wish to emphasize quality rather than size in building its collection of journals, it is now receiving less than half the number which scholars consider necessary for their work. All journals which are essential for instruction and research should be obtained and the library should, if funds permit, accept responsibility shared by all major research libraries of obtaining, in addition to bare local necessities, other desirable journals as a contribution toward a rounded collection of research material for India as a whole.

20. That while the book stock has been, and is being rapidly developed, especially in some fields, the quality of the collections is uneven and the overall strength should be improved as the work of individual departments, which are themselves uneven in development, requires it.

21. That the year 1965-66 be used to prepare basic lists of desiderate for purchase, the object being to relate book selection and purchase methodically to first priorities in instruction and research.

22. That in setting priorities for augmenting library resources, the university give due attention to work of quality which is already well organized.

23. That the university study, in co-operation with such outside agencies as it deems appropriate, the implications of the findings reported in this chapter and related sections of other chapters—namely, that in making commitments in specific fields to develop instruction and research, problems of organizing the programme itself are receiving attention to the neglect of problems of planning the logistic of library support. Adequate library support for a programme cannot be improvised out of nothing. The answer is more careful planning, further ahead, and the university cannot solve the problem alone.

24. That the university of Delhi Library in cooperation with other libraries and appropriate departments within the university, pursue e

more aggressive policy in collecting source material which should form part of the permanent literary, cultural and social record of India.

25. That the university join in stimulating nationwide interest in measure to ensure proper conservation and use of irreplaceable materials which are part of India's heritage.

26. That the university enlist the cooperation of its friends in obtaining a larger number of manuscripts and rare books either by purchase, photographic reproduction, or deposit.

27. That the university assist in the preservation and use of valuable special collections by arranging for them to be placed on deposit with the Library under terms mutually acceptable to the owner and to the university. Suitable accommodations should attract important collections, legal title to which should in due course pass to the university. It is in the nation's interest to help encourage the transfer of valuable private collections to a university where they can for all time serve the common good.

28. That in rounding out the book selection policy in accordance with the community's interests account be taken of India's—and Delhi's—relation to the Commonwealth and to the English-speaking world in general.

29. That the university utilize the advice of the librarian and the department of history in developing an oral history project. The object is to produce through the use of well thought out and recorded interview source material of permanent significance for Indian history. It will be necessary, for security and to obtain cooperation, to guarantee that these recorded memoirs will be kept under seal and remain secret for as many year as the person desires.

30. That the library committee include on its agenda discussion with the registrar, the director of the university press and others who are concerned, arrangements for permanent preservation and the use of the archives of the university.

#### **The government of the library**

31. That the statutes and ordinances be revised to provide an orderly basis for governing the library affairs of the university, the revision to embrace as a minimum the following objects :

- (i) Identify the type of material—books, periodicals and related graphic records—which is acquired for the permanent use of the university and draw a meaningful distinction between material of this sort on one hand and, on the other, permanent equipment of departments of study and such materials of a temporary, expendable nature as office supplies and dictionaries ;
- (ii) Assert university ownership of all books, periodicals, maps, pamphlets, slides, films, films-strips, etc., which are purchased or which are obtained by gift and exchange, for such permanent use and treat all these as legally a part of the library resources which are to be preserved for the common good ;
- (iii) Define the university library (or libraries if the term is preferred) as the authority which has legal title to all materials in this category ;
- (iv) Establish bibliographical control over these materials wherever they may be temporarily or permanently located. This means taking steps (a) to organize all these materials so they can be easily and efficiently used, (b) to house and preserve them under suitable conditions, and (c) to maintain at all times suitable records of their whereabouts ;
- (v) Use these materials and necessary staff to create library services of high standard. In creating geographically separate libraries, reconcile as justly as possible the conflicting claims of convenience on one hand and avoidable duplication of facilities and stall on the other. Doing so stretches money to buy a wider range of books ;
- (vi) Treat all these facilities, services and staff as comprising, regardless of physical location, a single library system and delegate responsibility for administering the system to a properly qualified librarian ; and
- (vii) Encourage the university community and the head librarian to work together closely in maintaining and improving these services. As a two-way channel of communication to facilitate smooth, efficient service for all departments and their students, make use of an advisory committee of professors and readers who are interested in, and equipped to facilitate, achieving fruitful results through active cooperation with the librarian and his staff.

52. That the legal powers and responsibilities of the librarian be

defined, especially as they relate to the organization, support and operation of library services in the university.

33. That the post of librarian be formally accorded high academic rank in keeping with the importance which libraries have assumed in the academic life of the university.

34. That the powers of management vested in the library committee be formally delegated to the librarian.

35. That the librarian be answerable directly to the vice-chancellor for the performance of his duties.

36. That when the library committee and the university agree that it is time to discontinue the committee-type of library control now sanctioned by the statutes and ordinances, a committee with advisory powers be created in accordance with terms acceptable to the vice-chancellor.

37. That the news library committee be excused from responsibility for staff appointment and that this responsibility be entrusted to selection committees in accordance with procedures followed in other academic departments.

38. That the legislative function pertaining to library regulations which is now divided between the library committee and the academic council be left to the council, all such legislative proposals to originate with the librarian and to be supported by the library advisory committee.

39. That the librarian address a written report to the vice-chancellor each year summarising the activities and achievements of the library under his management. This report should be circulated for the information of the university and other interested citizens of India.

40. That the librarian be charged with the duty of preparing estimates for the support of the library programme, details of procedure for approving these estimates to be determined by the vice-chancellor.

41. That as a means of establishing confidence redefinition of the library committee's function as advisory will not militate against effective library management any person who accepts responsibility for directing the libraries of the University of Delhi shall be accorded grade and academic rank which will assure him permanent security in accordance with the regular standards of tenure maintained by the university but appointment

to the chief post itself, by whatever title called, will be made on a term basis, renewable by mutual consent.

42. That the modification of terms governing appointment and tenure as described in the foregoing recommendation take effect when the next appointment is made and shall not affect terms governing the appointment of the present librarian.

43. That the university encourage and support adoption of the policy of centralizing responsibility for the administration of all libraries maintained at university expense in the hands of the university librarian.

44. That the timing of action on this recommendation take into account the desirability of making preparations far enough ahead to provide any department affected by the change assurance that its interests and needs are to be adequately safeguarded.

45. That legal advice be sought to determine whether the university does in fact hold title to the Ratan Tata Library, especially that part of the collection which was acquired by the Delhi School of Economics prior to 20 December, 1957.

### **Library administration**

46. That the university call attention of the University Grants Commission to the weakness inherent in the present policy of financing the university library and cooperate with the Commission in establishing provision for stable library financing at a level which will provide a basis for healthy development. Healthy growth of a library is more like child development—than say—physical plant development: it suffers from alternating years of plenty and years of famine. It is better to level out support from year to year.

47. That the university draw attention to the fact that highly qualified manpower is as crucial to the success of a library programme as it is to the success of other academic programmes and that, to date, the method of financing the university library fails to take this point adequately into account.

48. That since staff development has hitherto been heavily influenced by custodial and circulating-library functions provision be made at an early date for additions to the staff with the degree of professional



maturity necessary to reinforce present efforts of the staff to meet the service requirements of a research library clientele.

49. That as the work and organization of the library gain stability, staff development be accepted as a function of good library administration and supervision ; and that in the period immediately ahead in-service training be used as an aid to growth and efficiency in the performance of regular duties.

50. That as an aid to the librarian and other ranking members of the library staff in top-level supervision of staff and service, not less than three additional positions be created of the rank of professional senior or librarian, the number to be decided in the light of action taken on recommendations in the report as a whole.

51. That the university define the standards by which its practice in the maintenance of departmental libraries is to be guided.

52. That the decision on standards for maintaining departmental libraries be made within a broader context—a long-range plan for decentralizing library services which takes due account of such factors as the economics of library service, the greatest convenience of the greatest number, and the bearing of larger units on a library's capabilities of providing services of a high order.

53. That a consultant on library buildings be retained to make a special analysis of how to relate present use of space to long-range building plans.

54. That a science library be created to serve the departments which constitute the faculty of science ; that the collections now maintained by these departments and related material in the main library be used to form the nucleus of the new library ; that a science librarian of outstanding ability be employed to take charge of it ; and that a new building be erected to house the library.

55. That steps be taken as soon as practicable to create within the main library a more effective workshop for the scholars and advanced students in the humanities.

56. That the policy of limiting the scope of the Ratan Tata Library to economics be continued.

57. That the remaining social sciences be housed near the main library and that the services and space assignments in that building be adapted to the requirements of the faculty of the social sciences as rapidly as possible.

58. That the administrative organization of the libraries be revised to provide a more effective basis for managing the library programme of the university.

### **Services of the library**

59. That the librarian and heads of departments of study cooperate in improving the organization of book selection.

60. That the head of each department personally, or some member of the department designated by him, serve as the channel for communicating to the librarian, departmental recommendations for book purchases. Whether the department creates a book selection committee or relies on some other method of evolving lists of books for purchase is an internal matter which can be decided by the department itself.

61. That the library strengthen its present, collection of aids to book selection and discusses with departmental representatives how these aids can be consulted regularly and conveniently by all concerned.

62. That in determining whether to approve a research project, departments of study include, as part of their regular procedure, the examination and where necessary the strengthening of library resources, to support the work.

63. That departments of study be acquainted with adverse effects allowing requests for book purchases to pile up and that mutually satisfactory arrangements be worked out for a steadier flow of these requests to the library.

64. That responsibility for gifts and exchange be centralised and that this work be expanded both as a means of strengthening resources and conserving foreign exchange.

65. That the work-load of the order section be reduced by simplification of present procedures.

66. That all funds for library binding be transferred to the budget of the library and that selection of a bindery or binderies be entrusted to the Librarian.

67. That the library's success in adapting the classification of books to the needs of the local clientele as well as its success in facilitating access to these books through public catalogues be reviewed in the light of readers' experience in the use of the library.

68. That in preparation for stabilising and expanding the regular staff, the scope of the processing section's responsibilities be defined and a manning table worked out which shows the duties of each position and its relationship to other positions.

69. That high priority be given to developing the central catalogue into a union catalogue which records and shows the location of all books, journals and other materials in the various libraries of the university.

70. That use be made of labels, illustrations, posters, a suitable handbook and group instruction to diffuse knowledge of how the books are classified and how the public catalogues can be advantageously used.

71. That preparations for further staffing of the library, and particularly the processing section, as it is now called, take account of the fact that, during this study professors and readers have indicated need of material in 11 modern and four ancient Indian languages as well as several foreign languages.

72. That reference service be strengthened and that miscellaneous duties now performed by the reference section which are not connected either with giving readers personal assistance in the use of the library or with the development of the book collections or with the development for publication of needed bibliographical tools, be assigned to sections which can more appropriately handle them.

73. That consideration be given to limits of responsibility to be assumed by the library for the success of a research project undertaken without first determining whether suitable library resources are available to support the project.

74. That the use and limitations of inter-library loans be more widely publicised.

75. That analysis be made of the feasibility of reducing the present failures to gain access to books from the general collection by identifying the type of material sought and determining whether access would be broadened by restricting normal use to library premises.

76. That in view of the size of the clientele consideration be given to promoting the usefulness of library resources by limiting larger proportion of the more heavily used materials, books and periodicals, to reference use ; and that, except for materials under special pressure, these materials be placed on open shelves, properly supervised to keep shelves in order and to provide reliable knowledge of their whereabouts.

77. That a system of issuing books be installed which will be speedier, simpler and more efficient for handling the volume of material now circulated by the library.

78. That the university seek to base the rule of law governing the use of the library on a code of good citizenship which is enforceable but relieves the library of ultimate responsibility for enforcement.

79. That the library be regarded as an integral part of the university to which separate membership is not required ; that formal membership in the university, however certified, shall be considered sufficient entitlement to the responsibilities and privileges of the university libraries.

80. That the university seek to achieve the following results without sacrificing its traditional goals of personal responsibility for public property, equal access, respect for one another's interests and inforcement of the rule of law :

- (i) furtherance of the effectiveness and the pursuit of happiness of university professors and readers by lending materials for a period of unspecified duration with the understanding that the material is always on call for another reader and will be promptly released on call from the librarian or his representative ;
- (ii) abolition of faculty overdue charges ;
- (iii) permission of a student to read in the library, or to borrow, a book on any subject he pleases ; and
- (iv) abolition of a special library fee.

## **Financial administration**

81. That as an aid to efficient administration accounting procedure be approved to show plainly and accurately the total costs of operating the libraries which are maintained at university expense.

82. That in moving away from over-dependence on a succession of development grants, the university adopt a functional approach to library development which hinges financial support on more systematic calculation of the resources (manpower, books, space) required to achieve programme objectives.

83. That while the university is building an integrated library programme of scope and strength sufficient to meet the requirements of the educational programme, the ratio of library expenditures to total educational expenditures be raised, if necessary, to a level higher than the average for most universities with a well-established tradition of stable support.

84. That the sum of Rs. 94,50,000 be used as a working estimate of the cost of non-current books and journals, manuscripts, maps and related sources required to build the book collection up to the point where, with suitable current additions, the present programme of instruction and research will have the library resources it requires.

85. That this outside estimate be reviewed as work on lists of desiderata progresses in 1965-66.

86. That the addition of 27,500 volumes a year be used as an immediate objective in developing the acquisitions programme and that a stable book fund of Rs. 8,25,000 a year for the support of all departments be sought for this purpose.

87. That as soon as future library policy for the university is developed to the point where it is fitting to do so, the librarian be invited to revise tentative estimates for 1965-66 and the Fourth Five Year Plan.

88. That if programme objectives suggested in this report are approved, estimates include provision for nine additional librarians :

- (i) three of the rank of professional senior or librarian to help provide manpower of the quality necessary to fill administrative positions which the proposed reorganization of the University Library system would create ;

- (ii) one of the rank of professional senior to serve as science librarian; and
- (iii) five additional librarians of the rank of professional senior.

89. That the organization of the book budget provide for allocating each year separate funds under each of the following headings : (i) general works, including books of borderline interest ; (ii) reference books ; (iii) standing subscriptions; (iv) special materials for research : back files, expensive sets or other special purchases ; and (v) subject funds to meet the basic needs of each recognised department as at present.

### **Library cooperation**

90. That the present study of libraries maintained at university expense be supplemented by a study of the libraries of the constituent and affiliated colleges of the university.

91. That an object of the study be to determine how the colleges and the university can best work together to provide for all members of the academic community good library service at reasonable cost.

92. That consideration be given to coordinated administration of the college and the university libraries.

93. That principals of the colleges join the university in considering the benefits to be derived from a centrally located library specially designed for undergraduate students.

94. That the university note the interdependence of the libraries of the city and the nation and note also the potential values of national library organization and leadership in helping improve local university library service.

95. That the Honourable Minister of Education be invited, through the University Grants Commission to consider the responsibility that devolves upon the Central Government for providing national aid and leadership in the development of library service as a significant social service for sustaining the intellectual and cultural independence of India.

96. That, subject to concurrence in the desirability of further attending to this responsibility, the Honourable Minister invite some professional organization of international reputation, such as the American Library Association, to go into these recommendations more thoroughly.

## APPENDIX IV

### UNIVERSITY LIBRARIES ACCORDING TO THE AREA OF READING ROOM

<i>Names of universities having reading room area</i>			
<i>Over 20,000 sq. ft.</i>	<i>Between 10,000 sq. ft. and 20,000 sq. ft.</i>	<i>Between 5,000 sq. ft. and 10,000 sq. ft.</i>	<i>Less than 5,000 sq. ft.</i>
1. Aligarh	1. Andhra	1. Agra	1. Bombay
2. Bangalore	2. Banaras	2. Allahabad	2. Jabalpur
3. Burdwan	3. Baroda	3. Annamalai	3. Magadh
4. Calcutta	4. Delhi	4. Bihar	4. Marathwada
5. Kerala	5. Gauhati	5. Gorakhpur	5. North Bengal
6. Panjab	6. Lucknow	6. Jadavpur	6. Poona
7. Varanaseya	7. Mysore	7. Karnatak	7. Rabindra Bharati
Sanskrit	8. Patna	8. Nagpur	8. Sardar Patel
Vishwavidyalaya	9. Rajasthan	9. Punjabi	9. Vikram
		10. Ranchi	
		11. Saugar	
		12. Shivaji	
		13. Udaipur	
		14. Utkal	

## APPENDIX V

### UNIVERSITY LIBRARIES (INCLUDING LIBRARIES OF UNIVERSITY— CONSTITUENT COLLEGES, ACCORDING TO THE NUMBER OF READING SEATS

<i>Names of universities having reading seats</i>			
<i>More than 500</i>	<i>Between 300 and 500</i>	<i>Between 100 and 300</i>	<i>Less than 100</i>
1. Aligarh	1. Annamalai	1. Bangalore	1. Agra
2. Bombay	2. Banaras	2. Baroda	2. Indore
3. Delhi	3. Calcutta	3. Bhagalpur	3. Jiwaji
4. Jadavpur	4. Jodhpur	4. Bihar	4. Madras
5. Lucknow	5. Karnatak	5. Gauhati	5. North Bengal
6. Panjab	6. Marathwada	6. Gorakhpur	6. Rabindra Bharati
7. Rajasthan	7. Nagpur	7. Kalyani	7. Ravi Shankar
8. Sardar Patel	8. Osmania	8. Kuruksetra	8. Roorkee
9. Sri Venkateswara	9. Patna	9. Madurai	9. Varanaseya
10. Udaipur	10. Shivaji	10. Magadh	Sanskrit
		11. Mysore	Vishwavidyalaya
		12. Poona	10. Vikram
		13. Punjabi	
		14. Ranchi	
		15. Saugar	
		16. S. N. D. T. Women's	
		17. Utkal	
		18. Visva-Bharati	



## APPENDIX VI

### UNIVERSITY LIBRARIES ACCORDING TO THE AREA OF STACK ROOM

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*Names of universities having stacking accommodation*

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<i>Over 12,000 sq. ft.</i>	<i>Between 8,000 sq. ft. and 12,000 sq. ft.</i>	<i>Between 4,000 sq. ft. and 8,000 sq. ft.</i>	<i>Less than 4,000 sq. ft.</i>
1. Aligarh	1. Agra	1. Banaras	1. Magadh
2. Bombay	2. Allahabad	2. Jabalpur	2. North Bengal
3. Burdwan	3. Annamalai	3. Jadavpur	3. Rabindra Bharati
4. Calcutta	4. Andhra	4. Lucknow	4. Saugar
5. Gorakhpur	5. Bangalore	5. Madras	5. Udaipur
6. Kerala	6. Bihar	6. Marathwada	6. Vikram
7. Mysore	7. Delhi	7. Punjabi	
8. Panjab	8. Gauhati	8. Poona	
9. Patna	9. Karnatak	9. Rajasthan	
10. Sardar Patel	10. Ranchi	10. Shivaji	
11. Utkal			
12. Varanaseya			
Sanskrit			
Vishwavidyalaya			

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## APPENDIX VII

### UNIVERSITY LIBRARIES ACCORDING TO THE NUMBER OF BOOKS AND JOURNALS

<i>Names of the universities having books and journals</i>			
<i>Over 2,00,000 volumes</i>	<i>Between 1,00,000 and 2,00,000 volumes</i>	<i>Between 50,000 and 1,00,000 volumes</i>	<i>Less than 50,000 volumes</i>
1. Aligarh	1. Annamalai	1. Agra	1. Bihar
2. Allahabad	2. Gujarat	2. Bangalore	2. Jiwaji
3. Banaras	3. Jadavpur	3. Bihar	3. Madurai
4. Baroda	4. Kerala	4. Burdwan	4. Magadh
5. Bombay	5. Nagpur	5. Gauhati	5. North Bengal
6. Calcutta	6. Osmania	6. Gorakhpur	6. Punjabi
7. Delhi	7. Patna	7. Jabalpur	7. Rabindra Bharati
8. Lucknow	8. Poona	8. Jodhpur	8. Ranchi
9. Madras	9. Rajasthan	9. Jammu & Kashmir	9. Ravi Shankar
10. Mysore	10. Saugar	10. Karnatak	10. Shivaji
11. Panjab		11. Kuruksetra	11. Udaipur
12. Varanaseya		12. Marathwada	12. Vikram
Sanskrit		13. Sardar Patel	
Vishwavidyalaya		14. S. N. D. T. Women's	
		15. Sri Venkateswara	
		16. Utkal	

## APPENDIX VIII

### SUMMARY OF THE REPORT OF THE COMMITTEE ON LIBRARIES APPOINTED BY THE UNIVERSITY GRANTS COMMITTEE UK

#### Introduction

The committee on libraries was set up in July 1963 and submitted the report in March 1967. The report gives a valuable and comprehensive survey of the situation and deals with the wide range of topics connected in one way or another with university libraries.

2. The terms of reference of the committee were :

To consider the most effective and economical arrangements for meeting the needs of the universities and the colleges of advanced technology and central institutions for books and periodicals. Taking into account expanding staff and student populations, the possible needs of other users, the growth of research, the rising costs of books and periodicals and the increasing capital cost of library accommodation ; to assess how for greater use might with advantage be made of shared facilities, both between the institutions themselves and between them, outside library system and other institutions, and of modern methods of reproduction ; and to report.

3. The adequacy of library holdings in all the various fields of study, to meet the needs of undergraduates, postgraduates and research workers generally, should be carefully examined, and here again an isolated investigation, however, illuminating at the time, will not ensure the maintenance of standards. Every university library should subject itself to a periodic scrutiny, and endeavour to make good any defects that may be disclosed.

4. In order to stimulate a continuing interest in the study of library problems the committee is of the opinion that there should be a standing UGC Sub-Committee on Libraries, whose primary duty would be, to keep under constant review the standards and the needs of British university

libraries. It would have the status of the existing UGC Sub-Committees, and would collect information on library techniques, in particular, at this stage on various forms of automation, and make it available, either on request, or possibly in circulated bulletins, to university librarians. It would pay special attention to the development of libraries in new universities. It would have close contacts with the relevant departments of the UGC, one of which has already undertaken a study of library buildings, consult with the libraries section of the DES and with such bodies as SCONUL (Standing Conference of National and University Libraries), and encourage and stimulate schemes of co-operation between libraries. If a fund for assisting university libraries in the purchase of special collections (as suggested in paragraph 597) is established the sub-committee could recommend the allocation of grants from it. The sub-committee is envisaged as a source of advice and information to be consulted freely by universities, and that it would actively concern itself with the promotion of library standards, by periodic visitations to universities and by initiating surveys of various aspects of library service in collaboration with university librarians and their staff. The committee therefore strongly recommends the establishment of a libraries sub-committee of the UGC.

#### **Co-operation**

5. The entire resources of a geographical area should be regarded as one pool from which each individual library could draw. Co-ordination of the resources of libraries would facilitate the extension of coverage and the reduction of expenditure. University libraries within an areas should avoid unnecessary and uneconomic duplication of effort and should investigate the advantages of all forms of co-operation.

6. Public libraries should be enabled to meet their responsibility for the provision of enough competent staff to make fully accessible their collections of material of value to academic research. Surveys of these collections should be made so as to reveal any need for co-operative acquisition.

7. Additional finance should be made available to any university libraries which will have to meet the special needs of students and teachers at neighbouring institutions of higher education.

#### **Inter-library loan**

8. A lending scheme should be as efficient and speedy as possible but carefully regulated and controlled, in view of the cost.

9. If delay in meeting a loan request is directly due to shortage of staff in a university library, the university has a duty to provide such staff.

### **Nature of collections**

10. Academic staff should encourage students to buy books and should give them more specific guidance on what books they should buy.

11. Every institution should ensure that there is a bookshop on or near the campus.

12. In order to ensure that students properly spend their book grants, a voucher system, with adequate safeguards, should be introduced as soon as possible. These vouchers should cover both new and second hand books, periodicals and, if possible, instruments. Vouchers, for an entire academic year should be issued at the beginning of that year. They should cover a very substantial proportion of the entire book grant.

13. There should be much closer and more frequent liaison between academic and library staff in the preparation of lists of prescribed textbooks and books of reference.

14. Annual funds, additional to basic library grants and at present cost, of the order of £ 3 per student, should be available to university libraries for the provision of multiple copies of material in frequent demand.

15. Large halls of residence, at a considerable distance from the main library, should have their own libraries aimed at complementing and supplementing the main library's service.

16. Research should be conducted by university libraries on devising tests for the adequacy of academic library collections to meet the needs of faculty members and research students and on the ways in which scholars use libraries.

17. There should be a high percentage of immediate availability of research material in all subjects and one hundred per cent, immediate available of certain types of literature.

18. Librarians and directors of research should discuss the library implications of research projects so that funds could then be made

available to the library such projects, to build up collections in depth on any subject fields which are decided upon as being of special interest to the university.

19. Every attempt should be made to assist university libraries to meet their responsibilities for the provisions of social science literature.

#### **Acquisition of library material**

20. Each university should have a developing acquisitions policy, which will require constant revision. There should be close co-operation between library and academic staff on the formulation of such policies.

21. University libraries should train staff to become specialists in a wide variety of the subject fields taught within each institution and, with the full co-operation of academic staff, these specialists should be given maximum responsibility for selection.

22. Money available to the library for book purchases should not be allocated on a strictly departmental basis.

23. Part of any funds acquired to support expansion of the academic work of university should be made available for library purposes. Costs of library requirements should be included with those of academic needs.

24. Reading lists should be checked for availability by academic and library staff before being issued to students.

25. Departments should nominate a member of the staff to be their library representative. He would be responsible for liaison between his colleagues and the subject specialist in the library.

26. Financial standards for university libraries should be considered against a background of large and constant increase in the cost of published material and of the need of scholars to have access to a constantly-growing range of material.

#### **Acquisition of foreign material**

27. All publications likely to be of value to scholars should be readily found in a British library and most should be available for loan either in the original or in photocopy.

28. Urgent consideration should be given to a national acquisition scheme for the fullest possible coverage of foreign literature in the humanities and social sciences. Duplicate copies should be acquired of all items which are likely to be in more frequent demand.

### **The National Library**

29. The library departments of the British Museum should become the British National Library and as many as possible of the functions listed below should be carried out by that institution as a matter of urgency. The finance necessary to carry out these services, which is of prime importance for the proper development of library and information services for universities and for the country as a whole, should be made available to the British Museum as soon as possible.

30. The British National Library should undertake some of the following special functions along with the usual functions assigned to all national libraries :

- (i) establishment of a national reference and bibliographical service throughout the country, co-ordination of existing systems, and acting as a clearing house for overseas enquires ;
- (ii) establishment of a bibliographical research and publications department, to indicate the compilation and publication of catalogues of national holdings of various types of material research on bibliographical and library problems, acting as the advisory centre for library techniques ;
- (iii) taking part in the organisation of the training of academic libraries, in co-operation with universities and other appropriate bodies ; and
- (iv) initiation of or participation in any co-operative schemes for library development ; representation of British libraries in international meetings.

31. Co-ordination of the policies of all type of library should be arranged by the setting up of advisory committees for national libraries which would be linked with one another, with the library advisory councils, and with the recommended permanent UGC sub-committee on libraries by means of a British Library Services Council reporting to the National Education Departments.

## **Accommodation**

32. The UGC should nominate a panel of consultants to advise on the planning of new library buildings. The committee support the views put forward for the maintenance or establishment of libraries in departments and regard such libraries as recognised features of the academic library system.

33. A union catalogue of the holdings of all the libraries in university is essential and, where it does not exist, should be compiled as soon as possible.

34. In general, no library outside the central library should contain items which are unique in the university unless it is large enough to justify the appointment of staff adequate to offer services of the standard of the central library.

35. No library should be set up outside the central library, unless there are sufficient funds available to support its continued maintenance as well as the initial purchase of stock; this should in no way interfere with the acquisitions policy of the central library. Whenever large departments at a considerable distance from the main library necessitate departmental collections of basic and current material for the use of postgraduates and staff, such collections should be included in the university catalogue, and their acquisition discussed by the library committee.

## **Library services**

36. All students should be given preliminary guidance on the lay-out of the library, its regulations and procedures. Seminars should be held and lecture given at a later stage on the use of bibliographical tools, guidance on the literature of the student's own subject, etc. Libraries should be adequately staffed for these teaching duties. The instruction and guidance needed by graduates and research students will require senior library staff of high ability.

37. Wherever practicable, university library facilities should be made available to students of other institutions of higher education during vacations, if such a demand arises.

## **Library techniques**

38. Individual universities should investigate the possible benefits to their libraries of the centralisation of technical services. The needs of



neighbouring institutions of higher education should be born in mind. If such centralisation is found to be desirable, any consequent administrative or financial arrangements should be made.

39. The recommended permanent UGC sub-committee on libraries should consider the steps to be taken to secure the maximum degree of co-operation in the development of a common code of library records.

#### **Administration and staffing**

40. University librarians should always be included in the membership of any sub-committees set up by university library committees or of joint committees with university councils on the planning of new library building.

41. Arrangements should be encouraged whereby the students body is consulted and its views obtained on library matters which affect students.

42. Salary scales of graduate members of library staff with comparable qualifications should in all universities be equated with those of academic staff.

43. The university librarian should be present or represented at all university meetings where such matters are discussed as the development of new fields and projects for teaching and research and proposals for new buildings which may affect library policy. Senior library staff should be eligible for election to all university—committees on the same terms as their academic colleagues.

44. Salaries and conditions of professionally qualified non-graduate library staff should correspond with those offered in public or government libraries.

45. In service training arrangements should be made to enable graduates working in university libraries to acquire professional qualifications.

46. Unqualified non-graduate staff should be released to attend library school and other similar courses and the tuition cost and examination fees should be paid by the universities concerned.

47. Each university should give urgent thought to the problem of

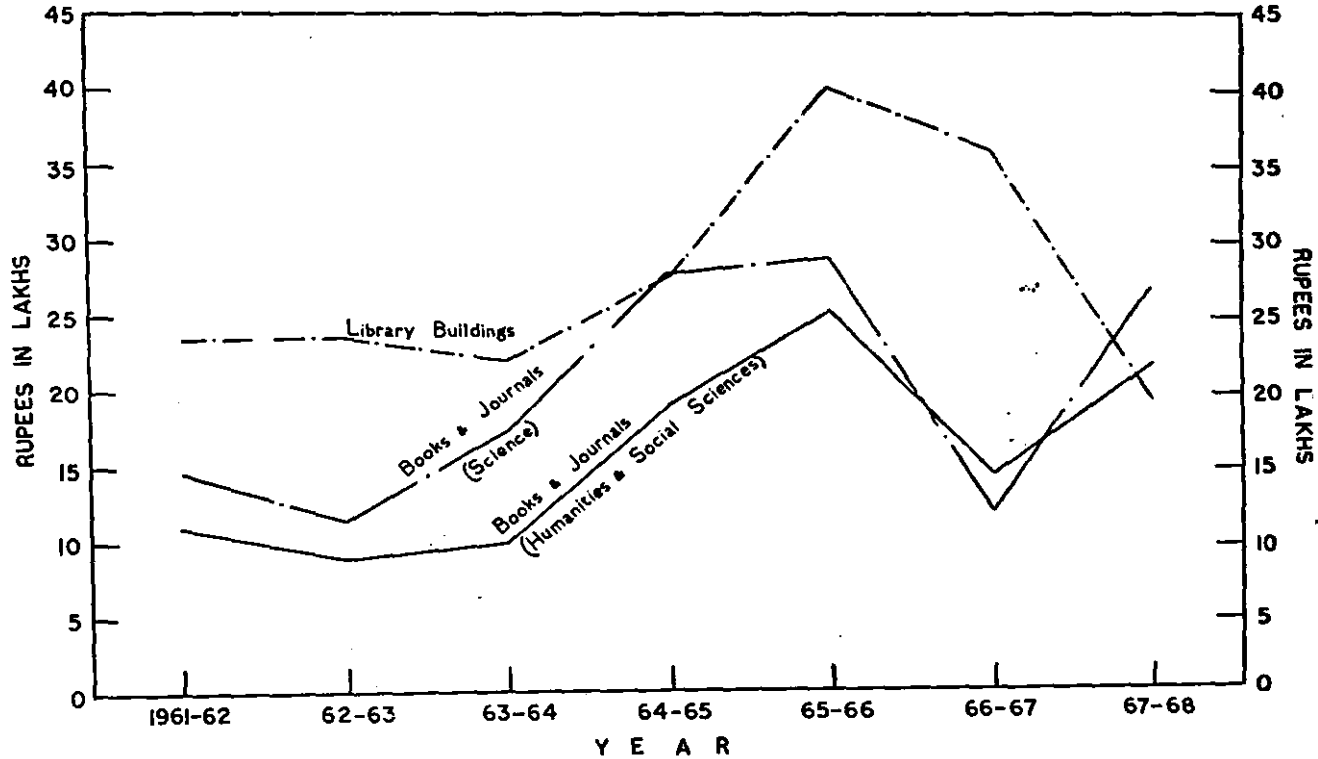
providing enough staff to give guidance in library use both to undergraduates and postgraduates.

48. Senior library staff should be given the same facilities as academic staff for further training and research.

### **Finance**

49. Recurring grants for libraries should be increased to enable them to meet their responsibilities and to develop their services.

**GRANTS PAID TO UNIVERSITIES FOR THE DEVELOPMENT OF LIBRARIES  
1961-62 TO 1967-68**



N.B.— The steep fall in expenditure after 1965-66 is because of completion of III plan & commencement of IV plan schemes.

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*July, 1968.*

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