

Impact Factor-8.632 (SJIF)

ISSN-2278-9308

B.Aadhar

Single Blind Peer-Reviewed & Refereed Indexed

Multidisciplinary International Research Journal

January - 2024

(CDLIV) 454

EDUCATION AND LIBRARY

(PAST, PRESENT & FUTURE)



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Collection Development and Management in Libraries

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Abstract

Therefore, the modern library should organize its collection of information files, taking into account its medical possibilities and facts. In general, you also need to ensure that the information in your document is current, original and valid. A library can fulfil its true purpose if it acquires, processes and uses documents useful in its medical field. Drafting the best document that addresses the parent organization's themes and goals within the available funding and structure is a key task. Works for any library. It is also a good decision and policy to delete documents that are not applicable and enforceable for other reasons or needs.

Keywords: Collection Development, Collection Development Policy, Library Document.

Introduction

Therefore, to build a library collection means to create and improve the library collection. Previously, librarianship was "concerned with the availability and preservation of texts. The volumes are very important in a library. Now that view has changed. The needs of the stoner are now more important. To highlight this the collection of pipeline terms developed. In response to Stoner's needs, "To meet demand, librarians developed a collection development proposal that is a more active part of library collection management and shows that the department can change in response to changing circumstances and could improve", Bloomfield said, Our Approach to the Library . . . and Information Services Planning Process". When you perform consistent and reliable checks to perform services. Collection development is sometimes considered synonymous with "collection development", meaning that the library has a prior relationship with the collection and the librarian continues. Build a collection. However, collection growth is a different concept from collection structure, as the term growth refers to the qualitative development of a collection. This is why Shipman says that "collection development sometimes involves selection and accomplishment. Calculation at the outset, but in extreme cases it may mean the planned systematic development of previous collections."

Purpose of Collection Development

The initial step in the collection development process is the creation of a collection that will help meet the drug needs of a particular library. It is the library's responsibility to assess and meet the needs of editing and building related collections. All library collections include print, non-print, electronic materials and other forms. Collection development is an ongoing process involving pharmacists, librarians and librarians, subject specialists and others. Objectives include collection development

- To develop a collection that satisfies the need of the druggies.
- To elect stylish and useful documents for the druggies.
- To give better and current information service according to druggies' approach.
- To review the old stock periodically and withdraw the unused, unwanted and useless accoutrements. To use the fund judiciously in buying new useful accoutrements and documents.
- To ensure that available resource support the end of the institute following certain programs and principles. way involved in Collection Development It's process of erecting a collection for meeting the information need of the druggies. The process comprises
 - Analysing the information need.
 - Developing a selection policy and enforcing them.
 - Acquisition of accoutrements.
 - Evaluation
 - Expedient sharing and its effect on collection development.
 - Weeding out policy.

Need for Collection Development

There are a number of reasons for which a proper and systematic procedure is maintained while acquiring documents for a library. Some of the needs for the collection development are:



- Increasing demand of the users.
- Information explosion.
- Limited budget.
- Increasing prices of documents.
- Availability of information resources in various formats (print, non-print, audio-visual, etc.)

Collection development policy

Libraries of operations have specific collection development programs and record selection guidelines and guidelines. These programs directly affect the library's print and electronic records. After the collection is created, it is also checked whether it is registered in the library or not. Current institutional libraries are an integral part of communication development. Stoner's record collection grew into a library of acts. The library section of the library is rapidly developing for medicine and records. Collection creation is not natural for different types of information/records. Collection development, library curation and library conditioning should be integrated into a written collection development strategy. Collection development, library assets and library conditioning should be developed and managed under this policy. Behind the creation of the collection is a systematic approach, flexibility and communication. Collections must be created by the people who use and maintain them. Records were obtained based on a selection of library performance criteria, research interest, subject area, and publication history. A general development policy statement must focus on printed and electronic records that should be made available. A collection development strategy should be developed with a focus on electronic records. Collection of records is based on the criteria: usefulness, quality and enjoyment of library work. These measures should be included in the procurement development strategy and documented in this selection strategy. A collection development strategy should be satisfactory for developing collections in working libraries.

Role of Librarian and the Library Committee in the Collection Development

Professionals such as librarians should be sufficiently involved in Collection development activities. Development a collection requires personal judgment and cost. Based on the results, an entrepreneur must decide between collecting previous items and selecting new items. Special note this situation affects the size of the entire collection library. During this process you can consult experts. Short- and long-term demands and priorities must be considered when selecting items. As for the purchase option depends on the budget. In terms of library policy and operation, the librarian supported by the operational expertise of the relevant institution. Along with these people, the library committee includes a librarian. In other words, a library committee is a body of many members involved in the library. Universities and gardens usually have a library committee, which acts as a central authority with the libraries and formulates development programmes.

Weeding and withdrawal

Weeding and removal are important in library growth. This includes discarding information and equipment that is no longer useful or requires maintenance. Librarians and librarians regularly evaluate collections to determine their value, accuracy, condition, and age. Items that meet the criteria are kept in the library. Nowadays in the age of information explosion a lot of information is published every day. Because new techniques and research make older fossils obsolete, economic and spatial considerations must be taken into account.

Evaluation of Collection Development

For proper evaluation of collection development, the following important aspects are to be taken into account:

- > According to the objectives set for collection development
- > According to the user's approach or need
- > Updating the collection Physical form of the materials
- > Authenticity and reliability of the materials
- > Frequency of use of the materials
- > Physical condition of the materials

Conclusion:

Collection development means improving the library's collection over a period of years, including the needs of users.



Review collection and to remove unusable library information from the size and content of the document body.

The policy relating to the selection, acquisition, organisation, evaluation and weeding out of documents in a library, as per the needs of the users, and keeping in mind the aims and objectives of the parent body and the financial and other constraints of the institution is known as Collection Development Policy. Generally, it is preferred in a written form, and reviewed periodically as the situations and the environment change. It is prepared on the basis of some guidelines covering certain components. Collection Development Policy and weeding out policy have been described. What materials are to be weeded out; when they are to be weeded out; how to weed out and what to do with weeded out materials have also been elaborated.

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