

Collection Development and Management of Smt. Hansa Mehta Library, The M. S University of Baroda

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Abstract

This paper attempts to study the collection development and management of Smt. Hansa Mehta library (SHML), The M. S University of Baroda and also to know its collection development for the past five years. The author has described both the Print and Electronic resources available in the library and also discuss about the collection development policy adopted by the library and list out the issues and challenges in developing library collection, particularly in electronic and digital environment. The author has also pointed out the ways and means to adopt need based collection development policy which best suits for providing effective information services to the user community.

Keywords: Collection Development, E-Resources, Challenges, SHML.

Introduction

Now a days, due to advancement of technology, the university libraries have built up their library collections in print and electronic form. They have incorporated new web technologies that provide users better, dynamic, friendly environment that is interactive and attractive with multimedia collections and services. Most of the university libraries are currently building substantial collections of full text journals in electronic format and continue to access various online databases. This has created focused attention on functions of collection development and management of library collections.

Development, organization and management of a collection are essential factors for satisfying users need in all types of libraries. Gone are the days when little or no importance was attached to users of libraries. It is now realized that simply collection of materials for the sake of collection would neither fulfill the objectives nor enhance the image of the library. Dr. S.R. Ranganathan's trinity concept of library i.e., user, documents and staff clearly explains the significance of library collection development and it is heart of overall functions and activities of a library. Therefore, the librarians have to give much importance for the collection development. While developing collection, librarians have to keep in mind objectives of the organization/institution as well as need and requirements of the user community.

Objectives

- ❖ To find out the type of collection's in the library,
- ❖ To examine the resources available in the library,
- ❖ To examine the expenditure for Books & Journals,
- ❖ To find out the issues and challenges involved in collection development and management of collections.

The M S University Of Baroda: A Brief Profile



The Maharaja Sayajirao University of Baroda, informally known as Baroda University, is one of the oldest universities of the country. Although the university was formed in 1949, since 1881 it had flourished as the Baroda College with visionary functional guidance and generous financial assistance from the Maharaja Sir Sayajirao Gaekward III of the Baroda State and his family members and descendants. Pratap Singh Gaekward (1908-1968), the last Maharaja of the erstwhile Baroda State founded the university in 1949 as per the wishes of his grandfather, Maharaja Sir Sayajirao Gaekward III (1863-1939), and established the "Sir Sayajirao Diamond Jubilee and Memorial Trust" which exists to date, and caters to the educational and other needs of the people of the former Baroda State.

Today, it is an esteemed centre of western India in particular and India in general. The university is unitary and residential in character. It has no affiliated colleges under it. It has a number of faculties encompassing almost all the fields of higher education. The university offers Graduation, Post-Graduation, PG Diploma, M.

Phil. and Ph. D. degrees. Of late, it has started a few self-financed courses in professional subjects like, BCA, BBA and HRM. It has an Experimental School, imparting school education to students from St. I to St. XII, under the State School Board. Besides, the university has an Oriental Institute, an Adult Education Centre and an All India IAS Training Centre. The approximate average student strength of the university is around 36,000. The university is such an academic centre of repute that it attracts not only students from all over India, but also from abroad in large numbers. It has a large digital library, Xerox centres, canteens, laboratories, and hostels for both boys and girls with mess facility, auditoriums. The university has its own healthcare centre too. Seminars and workshops are regularly held in the university campus.

Smt. Hansa Mehta Library (SHML): A Brief Profile



The M. S. University of Baroda has a well-equipped library system, which is the largest among all the university libraries in the State. The library system is named after the university's first Vice-Chancellor Smt. Hansa Mehta. The library was established on May 1, 1950. At the time of the establishment of the University, a collection of 25000 books belonging to the two State Libraries. i.e. the Huzur Political Office and the Secretariat Library were handed over to Smt. Hansa Mehta Library.

The Library was designed with great foresight and a high level of structural marvels. It has a large reading room of 10,600 sq. ft. that can accommodate about 1100 readers at a time and is open to readers from 8.00 am to 10.00 pm i.e. 14 hours a day throughout the year except on National holidays. In order to cater efficiently to the students and staff of the different faculties of the university, the system has a few separate units at some of the faculties. As the 58 departments of the fifteen faculties of the university are spread all over the city, the Library System of the University has been divided into 14 constituent libraries. This separation creates operational convenience both for the library professionals and the users.

It has a large stock of books, journals and magazines. The university library system has a total stock of 5, 04,299 books. The library system subscribes to 346 periodicals. It has a collection of more than 12,000 theses and dissertations. SOUL software was implemented for various library functions like acquisition, cataloguing, circulation, serial management. After automation, catalogue process is totally computerized; therefore, hard copy of catalogue database is not maintained any more. Only the old catalogue cards are maintained. Through OPAC, users search the document which is available in library. The website of the Library is also available as an electronic resource. Through internet, users access e-books, e-journals and the in-house materials. Every fortnight, information about newly acquired books are made available on the website under the heading "New Arrivals". This facilitates the clientele that a specific document has already been procured by the Library and will be available shortly at the respective Library which will make the user aware about their request process and fulfill the motto of library services i.e. right book to the right reader at the right time; which accelerates the technical process. Out of 14 constituent libraries under the University Library System, 8 Libraries are fully automated and offer library operations through a smart card using bar code technology. Circulation Section is one of the prominent sections, which facilitates the users to borrow books for their home reading on the basis of their category of patron privilege. The library has adopted latest information technologies like CD, DVD, Bar-code, Scanner and Xerox machines. The services offered to its users include, Inter-Library Loan Service, Document Delivery Service, Reference service, Reprography service. Current Content Service, OPAC facilitates searching any document present in the library.

Concept of Collection Development

Collection development is vital activity of any library. An up-to-date, adequate and balanced collection both qualitatively and quantitatively to meet the ever changing needs of the user community effectively is the primary duty of any library. Collection Development has been defined as the planned purchase of materials in various formats to match the instructional and research needs of the campus within the current fiscal environment and resource sharing opportunities. The heart of a library is its collections. The buildings house them; the library personnel acquire and manage them and teach users how best to access and use them (Pandita, 2004).

Collection development and the related term 'collection management' have been defined and described in different ways by academics and practitioners in the field over the years. Despite the confusions and ambiguities evident in the literature, we can identify several recurring themes. Collection

development is particularly associated with the selection and/or acquisition of library materials (which can also include the 'de-selection' or 'deacquisition' of stock), while collection management is generally seen as a broader term covering the whole range of activities involved in managing access to information resources.

Hendrik Edelman's seminal paper of 1979 is widely cited in the literature and a good starting point for discussion. He notes that in the USA, book selection in academic libraries had been a neglected subject in the literature, particularly when compared to the literature on book selection in public libraries. He explains the relationship between 'collection development', 'selection' and 'acquisition' as a hierarchy and defines collection development as follows:

"Collection development is a planning function. A collection development plan or policy describes the short- and long-term goals of the library as far as the collections are concerned, taking them into account and correlating them with the environmental aspects such as audience demand, need, and expectation, the information world, fiscal plans, and the history of the collections. From the collection development plan flows the budget allocation in broad terms" (Edelman, 1979).

Gorman and Howes's book of 1989 provides a similarly clear and logical interpretation, complementing Edelman's (1979) triad by explaining the relationship in terms of the questions each process is intended to answer: In the hierarchy of [collection development] policy → selection → acquisitions, three questions are asked and answered in a sequence: Why? What? How?

(Gorman and Howes, 1989).

Table summarizes this initial conception of the field, bringing together Edelman's (1979) and Gorman and Howes's (1989) points and relating them to levels of strategic thinking.

The Collection Development Hierarchy		
Collection Process	Process Relevant Question	Management Level
Collection Development	Why?	Strategy
Selection	What?	Tactics
Acquisition	How?	Operations

As indicated above, the library environment has become more complex in recent decades, which has affected professional thinking on collection development and resulted in terminological problems. The following examples illustrate the divergence of opinion on the subject, drawing on professional glossaries, practitioner ideas and academic commentary. Fuller discussion of the relationship between collection development and collection management is provided by Ameen's (2006) review.

Prytherch (2005), presents collection development as a more strategic activity that is operationalized through the collection management function. More typical is the widely cited definition provided by Cogswell (1987) that describes collection management as;

"The systematic management of the planning, composition, funding, evaluation and use of library collections over extended periods of time, in order to meet specific institutional objectives."

His conception of collection management includes both operational and strategic aspects of the process and he identifies eight functions that constitute this process:

- A. Planning and Policy Making,
- B. Collection Analysis
- C. Materials Selection
- D. Collection Maintenance
- E. Fiscal Management
- F. User Liaison
- G. Resource Sharing and
- H. Programme Evaluation.

Others also see collection management as a concept that has evolved from and replaced collection development, that is, as a mature version of an earlier concept, though not necessarily as broadly conceived as Cogswell (1987). Thus Soper et al. (1990) state:

"The concept of collection development, or materials acquisition, has been evolving recently to that of collection control, or collection management. This concept encompasses the design of a process for selecting bibliographic materials to meet a library's needs, goals, objectives, and priorities. Collection management also includes the processes of making materials accessible and of analyzing materials to see if they meet the goals and objectives of a library and its users."

However, research scholars and practitioners continue to use the term collection development and the argument for replacing it with collection management is inconclusive; practitioners generally differentiate staff development from staff management, so there is no reason why we should not continue to differentiate developmental and managerial aspects of our work with collections.

Collection development is a wider term. It involves the formulation of a systematic general plan for the creation of a library collection that will meet the needs of that library's clients. Mannan Khan (2010) suggested:

"Libraries should prepare a collection development policy manual (CDPM) for proper guidance of the whole collection development process and must prepare a collection development policy. A collection development policy should also be revised from time to time according to the need and situation of the library and the libraries should maintain a separate collection development unit. A separate specific post of collection development in charge (CDI) should be created in the

libraries, which will be in-charge of the whole collection development process.”

Overall, the collection development planning process, highlighted by the invaluable collection policy statement, provides a means by which the library selects and manages its collection of information resources.

Collection Development Policy and Process

The Value of a Collection Development Policy:

Collection development policy statements are necessary planning documents. Although the value of collection policies is not universally accepted, the prevailing view among library professionals is that a collection development policy statement is a necessary tool leading to consistent, informed decisions. The ideal collection policy is a living document, reviewed and revised regularly, that "organizes and guides the processes of acquiring and providing access to materials and information sources, integrating these into coherent collections, managing their growth and maintenance, and making decisions about preservation, withdrawal, and cancellation (Gorman and Miller 1997)." Overall, policies facilitate consistency and communication between libraries and are information tools for working with the library's community.

A written collection development policy statement is intended "...to clarify objectives and to facilitate coordination and cooperation, both within a library or library system and among cooperating libraries... If it is well done, it should serve as a day-to-day working tool that provides the necessary guidelines for carrying out the majority of tasks within the area of collection building (Gardner 1981)."

Current Issues in Collection Development Planning:

Before entering into a discussion of the policy framework, it is important to recognize the issues currently affecting the collection development planning process.

- ❖ The first key issue involves concern over the information explosion. The amount of research and number of researchers is increasing, and the amount of published material is increasing, thereby challenging libraries in their desire to provide access to this increased wealth of information.
- ❖ Secondly. The libraries have also been trying to contend with the rising cost of the materials in conjunction with the decreasing space in their physical facilities.
- ❖ Thirdly, the impact of technology has also created an additional problems in accessing information. Not only libraries are trying to purchase relevant and appropriate print materials but, they are now also trying to provide information in alternate formats.
- ❖ Fourthly. The digitization of information is not a particular new issue, it does present a challenge to libraries with limited budgets.

- ❖ The final issue involves interlibrary cooperation. With improvements in technology, libraries have the ability to participate in electronic networks which enables them to conveniently share material at little cost.

Collection Development Policy for Print Resources and Electronic Resources Books & Journals:

- ❖ **Collection Development – Books (Print/Electronic) and other resource materials of SHML:** Smt. Hansa Mehta Library collection is hybrid; the data in table 1 presents the quantum of books and journals (print/online). The collection of library is highly concentrated in both electronic as well as print collection. The table 1 & 2 (A & B) observes the growth of collection of library resource materials (year wise) for the past five years;

Table 1: Collection of library resource materials (2009-2014) SHML:

Books (Print & Electronic)	2009-10	2010-11	2011-12	2012-13	2013-14
Books	12366	12099	15042	8967	9829
Theses Ph. D.	97	137	135	78	10
Dissertations M. Phil	191	234	202	123	195
Print Total	12654	12470	15379	9168	10034
E-Books	---	---	--	--	284
Print & E Total	12654	12470	15379	9168	10318

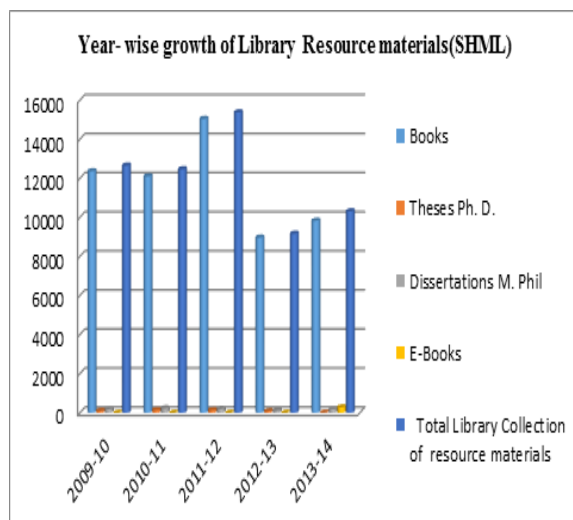


Fig. 1: Growth of Library Collections (SHML).

- ❖ **Collection-Journals (print/electronic) of SHML:** Periodicals are the back-bone of any research work. The number of periodicals both in print and electronic had subscribed during 2009-2014 by SHML library is shown in table 2(A & B) and Fig. 2 & 3.

Table 2(A): Library Print collections during 2009-2014 (SHML).

Journals	2009-10	2010-11	2011-12	2012-13	2013-14
Print Journals-National	135	107	104	100	78
Print Journals-International	176	185	163	170	156

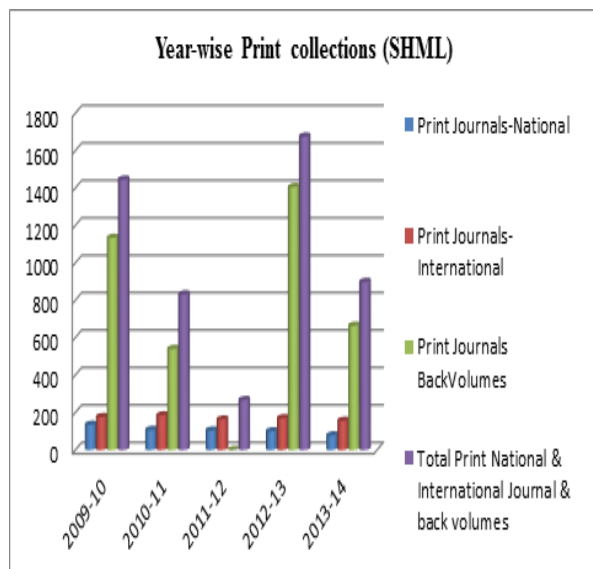


Fig. 2: Library print journals collection during 2009-2014 (SHML).

Table 2(B): Library E-Journal collections during 2009-2014(SHML).

E-Journals	2009-10	2010-11	2011-12	2012-13	2013-14
E-Journals-UGC Infonet	5000+	5500+	5500+	8000+	8000+
E-Journals-SHML Subscription	14000+	15000+	15000+	15000+	15000+
E-Journals-Back Files	-----	-----	-----	-----	-----
E-Journals Total	19000+	20500+	20500+	23000+	23000+

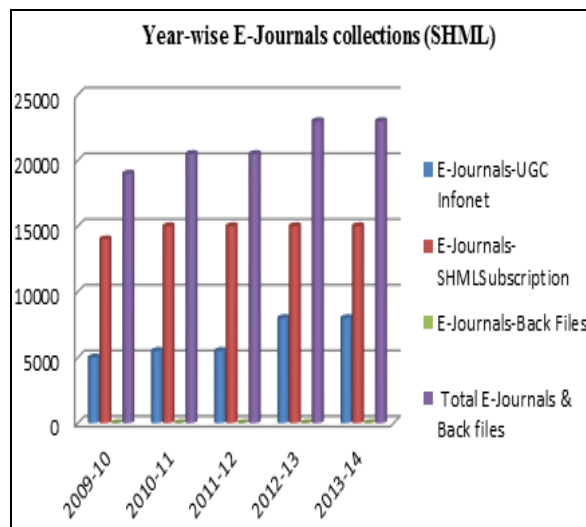


Fig. 3: Library E-Journals collection during 2009-2014 (SHML).

❖ **Collection of Library Resource Materials**

The following table 3 presents the quantum of Books and Journals as on 31.3.2014. The collection of University Library is highly concentrated on electronic resources. It is observed from the table that library collection is in flated.

Table 3: Total Library Collections of SHML.

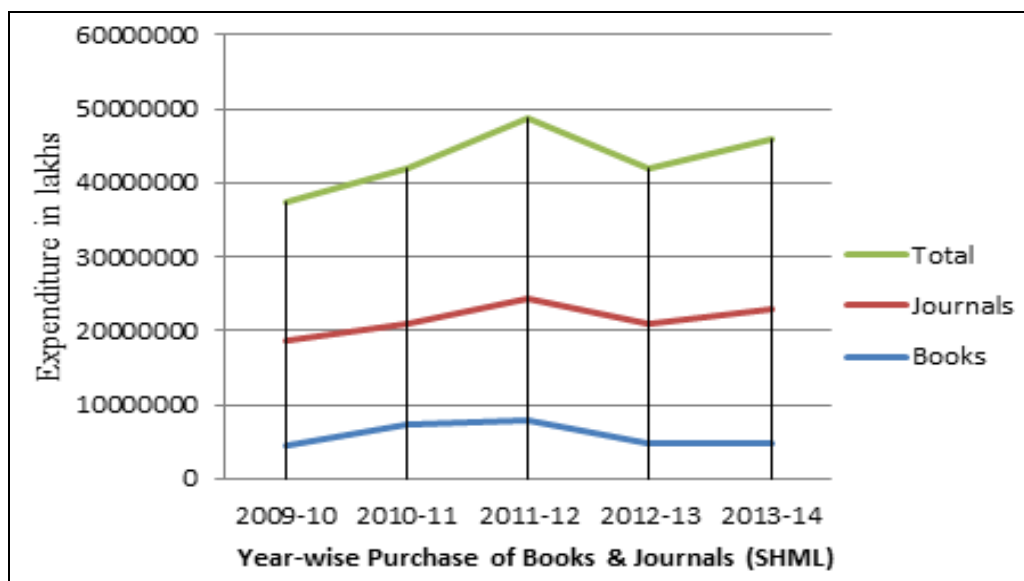
Total Library Collections: SHML		
A) Total Library Collection (Print)		853509
Total no. of Books (Print)	835724	
Total no. of Ph.D. Theses	3668	
Total no. of M. Phil Dissertations	14117	
Total No. of Journals (Print + Electronic)		
B) Total no. of Journals (Print)		77234
Current Subscription	234	
National	78	
International	156	
Back Volumes	100000+	
C) Total no. of E- Journals		23000+
UGC INFONET	8000+	
Library Subscribed	15000+	
D) Total no. of E- Resources		23293+2.4 Millions (PQDT)
a) E- Books	284	
b) E- Journal	23000+	
c) E- Databases	09	
d) E- Theses	2.4 Millions (PQDT)	

❖ **Expenditure for Books & Journals during 2009-2014 (SHML):**

Table 4 shows that the expenditure for purchase of books (print / electronic), it is observed from the table that the expenditure of journals for 2011-12 is very high because the library concentrated more on electronic resources.

Table 4: Library expenditure during the period 2009-2014 (SHML).

Expenditure (in lakhs)	2009-10	2010-11	2011-12	2012-13	2013-14
Books	4519975	7349753	7845705	4842348	4736805
Journals	14141474	13591770	16580159	16179546	18163630
Total	18661449	20941523	24425864	21021894	22900435

**Fig. 4: Expenditure 2009-2014 (SHML).****SHML Model for Collection Management - Issues and Challenges**

The screenshot displays the homepage of the Smt. Hansa Mehta Library, University Library, The Maharaja Sayajirao University of Baroda. The header includes navigation links: Home, Feed Forward, Sitemap, Contact us, and Mail. Below the header, there is a banner image of the library building. A sidebar on the left contains a menu with links such as About us, Orientation, New Arrivals, OPAC, E-Resources, Virtual Library, Open Archives, Open Knowledge Gateway, Research Info. System, Visual, M.S. University, Staff Directory, Contact us, and Notice/Tender/Job. The main content area features a 'Welcome Smt. Hansa Mehta Library' message, a portrait of Smt. Hansa Mehta, and a list of services including Ph.D. Thesis Oct & Nov - 2014, IR @ MSU, Student's Book Pending Defaulter List-2005 to June-2012, and Local Guru search. The footer includes logos for Vaidara, Ashburn, and EBSCOhost Collection Manager-ECM.

A Snapshot of Smt Hansa Mehta Library.

(A) Issues:

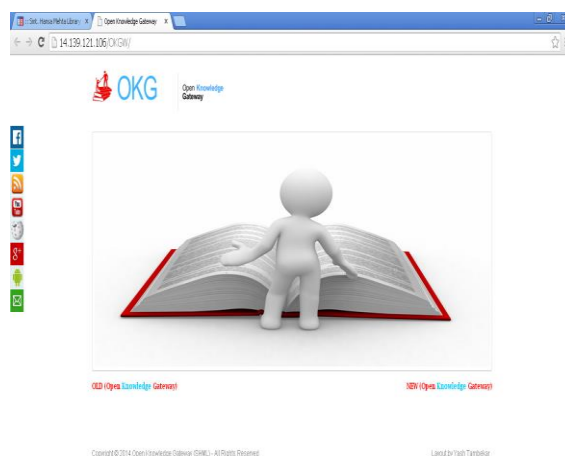
- 1. Print Resources:** There is a trend of decline in number of journals subscribed over the years due to the increase in the price of the journal and conversion rate of foreign currency. In the case of print journals the increasing cost compelled SHML to cut many print subscriptions. The librarian has to decide what is to be cancelled based on the user community who will suffer the least. Space management and preservation cost are another challenges of print journals in SHML. Print journals are bound and stored in separate section named "bound volumes". Storage space is a grave challenge faced by all university libraries. At present book lofts are being raised in the stacks to store less used books. Unless immediate steps are initiated to expand the library building and formulate explicit norms for weeding out used and worn out books, it will be difficult to manage the overcrowded stacks. Binding and at times rebinding of worn out books is done periodically to preserve the existing collection.
- 2. Online Resources:** As far as access is concerned online resources are the ideal solution for users. They permit full-text access via computer terminals irrespective of the location of users. One of the major problems with online resources is the issue of archival. Unlike print resources, electronic resources cannot be considered a permanent addition to a collection. Payment for a database or e-journal covered by a license is having time limit to use the particular product. This payment is not for the outright purchase of the product or for ownership of all the rights of a particular product. Very few publishers will in fact guarantee access to what you have paid for after you stop subscribing to their electronic product.

Below are some issues to take into consideration when selecting databases:

- Some publishers may provide the archived information on a CD-ROM, usually at an additional cost, but many do not.
- Check it and become more familiar with reviewing licenses for databases.
- Setup a trial to see how the database is delivered (IP address or password) and test the usability of the database.
- Consider periodicity of usage statistics, because it is one of the reliable methods for collection evaluation, one of the major components of collection management.
- In most cases the cost of e-books is more or at par with hardbound print version. This is negligible when compared with its value added features like multiple user access, search-retrieval facility, downloadable and printable options, etc. At present

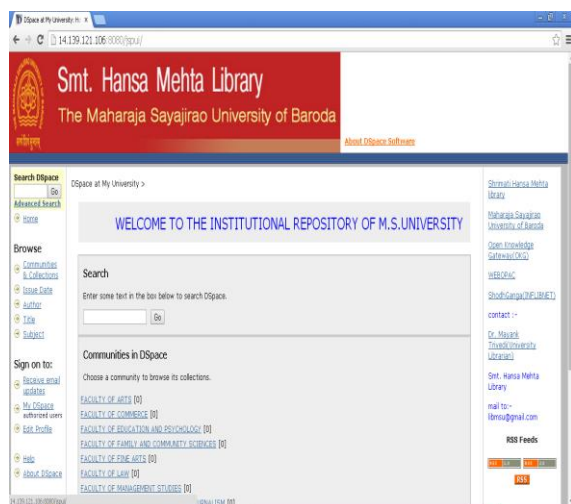
the e-books can be accessed only in the campus intranet.

- University libraries need to co-operate with national or international network programs to avoid unnecessary redundancy in collections and to better meet patron's information needs. This would allow institutions to maximize the usage of the existing resources of technology and infrastructure. (Agee and Sarah, 2007).
- 3. Open Knowledge Gateway:** Open Knowledge Gateway (OKG) provides a platform to researchers, Faculty and students of MSU to access the free academic resources available on internet without geographic limitations. Team @ HML organized all these resources/Links and put it together on the platform of OKG.

**A Snapshot of Open Knowledge Gateway (SHML).**

Web Link to OKW- <http://14.139.121.106/OKGW/>

4. Institutional Repository of MSU in D-Space:



Link to IR@MSU -<http://14.139.121.106:8080/jspui/>

IR@MSU is an institutional repository of The M. S. University of Baroda to preserve and disseminate digital copies of the intellectual output of the University i.e. theses of researcher of MSU and rare book collections of Smt. Hansa Mehta. Library (University Library). This is the platform, which provides open access without any boundaries.

- ❖ Number of Theses uploaded on IR: 273.
- ❖ Number of Rare Books uploaded on IR: 178.

Intellectual outputs are considered as the assets of any university. It includes theses, dissertations and research reports produced by the faculty, research scholars and students of the university as part of teaching learning and research. The SHML maintains an institutional repository for preserving the intellectual outputs of the university. The SHML repository archives the intellectual outputs; preprints, post prints, theses, conference proceedings, teaching and learning materials and other scholarly publications of the The M S University of Baroda. The repository contains more than one thousand documents.

(B) Challenges:

Some of the challenges have been discussed before the library and information science professionals in building collection development and management of library resources in this current technological environment, these are;

1. **Budget:** Budget is very important in any library for process collection development, particularly in building and management of electronic resources in a networked environment. The materials budget is allocated according to available funds and established institutional priorities.
2. **Changing dimensions of Library Resources:** With the changing dimensions and directions of Information technology fast approaching the

library and information centres (LICs) around the world, the electronic information sources have become integral part of the library. Electronic and web resources play crucial role in the teaching, learning, research and extension activities of the institutions and organizations. This vision encompasses a new library that blends the best traditions of the past-those of structure, service, and subsidy-with an electronic or virtual learning one which transcends time or a place.

3. **Collection Maintenance:** Library resources should be maintained with effective management and handling the resources for safeguarding purposes. Weeding out, preservation and conservation, replacement are all important aspects of collection maintenance and evaluation. They are presented below;

- a. **Weeding of Books:** In every library weeding out is an essential, continuing library practice in which materials are removed permanently from the libraries' collections. Whenever possible, both faculty and library staff participate in the weeding process to ensure that publications of historical or research significance are not discarded.
- b. **Preservation and Conservation of library resources:** Preservation is the activity to prevent, eliminate, or retard deterioration of library materials, as well as to improve their condition or to change their format as necessary in order to preserve the intellectual content. The Libraries endeavor to protect the physical integrity of materials in the collection through conservation measures, such as temperature, humidity and dust control.
- c. **Replacements:** Library Materials in various formats that are missing, lost, damaged, or withdrawn are not automatically to be replaced. Potential replacements are evaluated using the same criteria for selection as regularly purchased items. Depending on the availability of funds, heavily used materials, determined to be necessary for teaching and research, will be replaced as quickly as possible, if the materials are available.
- d. **Manpower:** The quality of services offered by the library is very much dependent on the quality of staff which is manifested in the qualification skills possessed by them.
- e. **Access Rights:** The access rights, including number of simultaneous users and perpetual access option; Password based or IP authenticated, Ability to download information, Archiving and preservation of print and online information.
- f. **Technological Skilled Manpower:** Developments in the Information Technology have made profound changes in each and every field. These developments are also known as multimedia revolution, binary age, information age, information superhighway, and digital age. The

changes are evident all over the world, and its effects being felt in every walk of life and in every field of knowledge. Similarly, there is a change in the needs and interests of the readers. Hence, the role of library and information professionals has also changed dramatically. To meet the current requirements, library professionals must be able to perform various tasks coping up with the changes in technological environment.

(C) Smt Hansa Mehta Library: The M S University of Baroda-Future Directions: The Smt. Hansa Mehta Library faces several challenges in collection management. To conquer the challenges, the library has to implement some strategies that may include the mechanism for evaluating the collection and methods of ownership and control of digital information. The process of providing advanced training on Integrated Library Management Systems, Space Management, Collection Management, Information Literacy, Search Strategies etcetera have to be enhanced. Besides the higher authorities now, is intended for the implementation of new inventory tools like RFID, and to update the existing CCTV etcetera shall facilitate collection management.

Conclusion

In today's electronic environment, collection development is becoming collection management, which is much wider in scope. The librarian must act as a knowledge manager, applying the skills right from collection planning, selection, analysis and cooperation in order to manage the intersection of both print and e-resources. They need to think about the availability and accessibility of multiple electronic formats in order to deliver the best information to all users in the least possible time. The web has introduced new resources for the collection development and its management throughout the world.

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