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Review Of Research



COLLECTION MANAGEMENT OF SIBSAGAR BAR ASSOCIATION LIBRARY IN: A STUDY



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ABSTRACT

Special libraries as differentiated from general public libraries and academic libraries are devoted to specialized fields of Science of Technology, Agriculture, Medicine, Social Sciences, Economics and the like. Such libraries are attached to research organization, government departments. Professional societies and trade associations, etc. special libraries customarily maintain a regular and systematic information service covering the immediate and future interests of the organization of which they are part. This necessitates the development and management of an adequate collection of books, periodicals, reports, patents, standards, government publications, maps, audio-visual records etc. issuing from a multitude of publishing

bodies. All items are by being adequately classified or indexed and organized in a particular fashion and maintained for future reference.

As a special library, bar association library is specialized in a legal subject or legal document. Bar association libraries are specific rather than general, the collection of books, journals, dictionary, Supreme Court reports, Office reports and other materials of whatever sort and form is relatively narrow in scope being limited to a single legal subject area which meet the requirements of the supporting organization.

KEYWORDS : Bar Association Library, Collection management, Special library .

INTRODUCTION

In the last several years, organizations or institutions like university, college as well as libraries have grown in their size, type and complexity of services, so for planning and operating these organizations/libraries modern theories and principles are required for good results. For gaining good

results scientific approaches applied in the management techniques. Hence modern management is characterized by a scientific approach; therefore it is now called scientific management in place general management.

Generally the management procedures of all libraries are similar. There is no specific universally accepted management procedure. Even though the management procedures of all libraries are same however separate libraries may use different managerial procedures according to their own conveniences. Special libraries are a part of special libraries are entirely different from that of other libraries.

Since bar association libraries are part of special libraries, therefore their management process is similar to other special libraries.

2.BASIC OBJECTIVES:

The study is conducted with the following basic objectives –

- i)To throw out the historical perspective of bar libraries of the Sivasagar.
- ii)To have the idea on organization structure, like structure of staff, collection, budget of the library etc. in the said library.
- iii)To study the management procedures followed by this library.
- iv)To find out the various problems related to functioning and management of libraries and its solution.

3.SCOPE OF THE STUDY:

The libraries in the premises of law court of different places and special in nature. The services are rendered to a special type of users for accomplishing the goal of parent institution. It has been observed that the bar association libraries are more or less organization libraries in the country. Even though it is essential to have the idea about its present status in respect of size, management, functioning, services of the local areas. Keeping in view this interest it has been decided to investigate a problem entitled "Collection Management of Sibsagar Bar Association Library: A Study."

4.METHODOLOGY:

Basically the survey has been done to collect the data during the course of study. During the survey, questionnaire has also been furnished to the related person and interviewed them.

5.BAR ASSOCIATION LIBRARIES AND THEIR MANAGEMENT :

5.1 Bar Association Libraries: An Interpretation:

Bar Association library is one of the special library. A bar association library is usually a small library catering to a small group of legal profession. Generally, such a library specialized in a legal subjects or group of legal subjects or legal document.

Generally bar association library is associated with bar association. Bar association library is designed to assess specially members of bar, law students, attorneys, judges and their law clerks in finding the legal resources necessary to correctly determine the state of the law. Bar Association Library deals essentially information.

Bar association library specially lawyers who are located within a bar association and it is responsible for the collection, organization, storages, retrieval and dissemination of information directly concerned and ancillary to the work of the court with which it is attached. It has marked emphases on special collection for the legal field. The collection is built up keeping in view the objectives and policies of bar association. The collection may also fulfill legal requirements of the bar

association.

Bar association library will include in its collection a large number which include a full. Set of states reports, supreme court reporters, officials reporters from various states, bound volumes containing issues of prominent law reviews from around the country federal and statutes and regulations, variety of treatises, every encyclopedia as loose-leaf services, practice guide, books journals, clippings newspapers, maps etc.

5.2 Bar Association Libraries: Its Management :

Generally bar association libraries are attached to bar associations and hence the libraries are controlled by the associations themselves. There are no distinct or separate buildings or reading rooms for bar association libraries. Usually the common room of the members of the bar association is utilized as a library as well. There is no separate library committee to manage the affairs of the bar association library rather these duties are carried out by the executive committee generally includes the presidents, vice-president, secretary of the bar associations. There is a main libraries in a bar association library and the number of staff depends upon the size of the library and the bar associations.

Only member of the bar association can access to the bar association libraries and hence they are only members of the bar association library. The member of the users visiting the library everyday depend upon the number of members of the bar association. Like other libraries there are certain, rules and regulation governing the bar association libraries.

The fund of the bar association library is managed by the bar association. The fund is collected from various sources like members of the association, sale of legal forms, seat rent for advocates, clerks and the fees charged for the bar association canteen, shop etc.

Bar association library is one of the special library. Special libraries a part of special institution therefore the management of special libraries is entirely different from that of other libraries since bar association libraries are part of special libraries therefore their management process is similar to other special libraries.

6. FINDINGS AND ANALYSIS OF DATA :

6.1 Sibsagar Bar Association Library :

Sibsagar bar association is attached to the Sivasagar District and Session Court. The District and session court is located in Sivasagar town on the bank the Sivasagar tank.

The bar association has a separate building. The association was established in the more than hundred years ago. The bar association has a total members of 500.

There is a president – Ajit Borpuzari, vice-president – Luhit Prakash Dutta, Secretary – Sasin Saikia, joint secretary – Sourav Kumar Baruah and senior member of the Sibsagar Bar Association and together they form executive committee.

Sibsagar Bar Association Library is an important part of the Sibsagar Bar Association. This library is not attached to the bar association. The name of the library is the “Sibsagar Bar Association Library”. The library itself was established more than hundred years ago. There is a separate building for the library.

6.2 Data on Sibsagar Bar Association Library :

(a) Total number of Library staff : There is no professional staff in the Sibsagar Bar Association Library. A lady has been put in charge of the library that carries out the responsibilities of the library that's name is

Seniara Begum.

(b) Library hours : The library is kept open on all week days from 10 a.m. to 4 p.m. except National Holidays and Sundays.

(c) Library Committee : There is no library committee in this bar association library and the executive committee of the bar association on functions as the library committee.

(d) Library Collection :

- (i) Text book - 152 nos.
- (ii) Bound volumes - 2600 nos.
- (iii) Reference book - 40 nos.
- (iv) News paper - 4 nos.
- (v) Journals Indian - 6 nos.

Table 1 Total Library Collection

Text book	Bound volumes	Reference books	News paper	Journals
152	2600	40	4	6

e) Library service : This library provides the reference services, circulation service.

f) Library facilities : The facilities provided by the library are as follows –

- i) Reading Room facility
- ii) Water facility
- iii) Toilet facility

This facility can be present through the following table –

Table – 2 Library facilities

Xerox facility	Reading Room facility	Water facility	Toilet facility
No	Yes	Yes	Yes

g) Number of users: More than 30 users per day come to library.

h) Book selection process: The executive committee of the Bar Associations plays the main role in book selection process.

i) Nature of access: Sibsagar Bar Association Library is the closed access library.

j) Technical process: The Sibsagar Bar Association Library does not use any form of technical processing. It uses only an accession register.

k) Rules and Regulations of the Library :

- (i) No member will discuss with his client inside the library.
- (ii) No member will do his personal work inside the library.
- (iii) No member will take books without giving any requisition slip.

l) Library Budget : The total annual budget of the library is 30,000. The library gets their funds from per member of the bar association, sale of legal form, seat rent for advocate, clerk etc.

m) Problem of the Library : The library is following problems in maintenance and staff management.

7. SUGGESTIONS AND CONCLUSION:

The following are the recommendations made on the basis of analysis of the data and suggestion from Sibsagar Bar Association Library's staff and the users.

- (i) The library building should be modular.
- (ii) The library should appoint the professional staff.
- (iii) The library should have separate library committee for carrying out the responsibilities of the library.
- (iv) The library collection should be increased for the benefit of users.

CONCLUSION:

Bar Association Libraries is most important for the lawyers. Because the library deals essentially in information and it is responsible for the collection, organization, storing, retrieval and dissemination of information directly concerned and ancillary to the work of the court with which it is attached.

The bar associations in the use of their libraries is actually needed because the bar association library provides legal information, which help the bar associations members to keep track of the significant development in their field of interest.

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