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BOOK PROCUREMENT IN ICT ENVIRONMENT IN THE COLLEGE LIBRARIES OF DIBRUGARH AND TINSUKIA DISTRICTS OF ASSAM: A STUDY

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ABSTRACT:

The study is mainly confined to the effectiveness of the book procurement policy in selected college libraries of two districts of Assam. Attempt has also been made to highlight the role of ICT and automation in the book acquisition process in creating new, modern techniques beneficial to the acquisition staff members of the library. The college library mainly consists of minimal library staff members related to acquisition/procurement work as compared to a University library. The work pattern, proper division of work, well planned managerial activities related to library acquisition is crucial to the success of the college library and also in achieving its goals.



KEYWORDS: Collection Development, ICT and College Library.

INTRODUCTION :

Library plays a very crucial and vital role in the milieu of supporting teaching, learning and research. Collection is the most inherent part of a library. Collection is an accumulative term that indicates the different literature available in various fields. Due to the importance of the library in the fulfillment of its eventual resolution (i.e. to disseminate information) the collection should meet the requirements as per the expectation of its patrons. The library must have a collection in adequate quantity which is qualitative

in nature. This is only possible if collection development policy is effectively implemented in the acquisition process of a library. Libraries are user centric institutions that focus on users satisfaction. Information and Communication Technology (ICT) has brought significant changes in the various services given by the libraries. An automated acquisition system is generally referred to as book ordering system wherein various steps involved in traditional acquisition process are automated. Acquisition is the process for developing library collection by selecting, ordering, and receiving documents. It is also called as a process of collecting book and

non-book materials by different modes such as purchase, exchange and gratis. It is a core process which is followed to enhance library's collection.

LITERATURE REVIEW

Oleyele, A. O. (2015) defines the two eminent methods of acquisition pattern in Michael Otedola College of Primary Education College Library, Noforija-Epe, for a period of twenty years. The two eminent methods i.e. purchase and gift; accounted for 48.5% and 51.5% respectively. Bailey, J., & Creibaum, L. (2013) reflects on the vast changes in formats, purchase/subscription options and funding sources due to which many

librarians wonder if their existing policies, procedures and processes are meeting their libraries need in the current environment. Cramer, M.D. (1992) describes the role played by the vendor in electronic interface of a library. Development of a vendor interface will result in automation being both positive and negative for staff and the department. Brennan, M.E. (1992) describes about collection development in libraries in an era of tight budgets which covers the aspects of serving customer needs and collections adequately reflecting the strategic directions, making acquisition of materials a manageable process and how the automated systems in place enhance the book selection process in AT & T libraries. Marine, S. (1991) discusses the automation of the pre-processing activities of collection building. The study reveals automation projects and procedures in libraries which have implemented in their quest to make materials selection more effective and ordering more efficient.

OBJECTIVE OF THE STUDY

To find out about the book procurement process and policies in the selected college libraries and the implementation of ICT in the acquisition process.

SCOPE AND COVERAGE OF THE STUDY

The scope of the study is considered to be significant as the book procurement policy is an important part of library acquisition work as it is responsible for the selection and purchase of resources. The study is mainly confined to the effectiveness of the library resource procurement policy in ICT environment in the selected college libraries affiliated to Dibrugarh University, Assam.

1. D.H.S.K. Commerce College
2. Lahowal College
3. M.D.K.G. College
4. Dibru College
5. Tinsukia College
6. Digboi College
7. Digboi Mahila Mahavidyalaya
8. Janata Mahavidyalaya

METHODOLOGY

The study was conducted in two districts of Assam namely Dibrugarh and Tinsukia. Among the colleges affiliated to Dibrugarh University four were selected randomly from each district. The sample for this study consists of the concerned librarian of the surveyed colleges. A structured questionnaire has been distributed among the surveyed college libraries (N=8); which is the main instrument of the data collection.

DATA ANALYSIS AND FINDINGS

Manpower involved in acquisition work

Acquisition denotes procedures for selecting, ordering and receiving documents enable a library to add useful documents to the library which then become available to users. Therefore, acquisition is the initial phase of the library housekeeping operation. The data so obtained in this aspect have been analysed and the results are contained in Table 1.

Sl.No.	Name of the College	No. of Library Staff Members involved in Acquisition Work		
		2	3	More than 3
1	DHSK Commerce College	-	-	Y
2	MDKG College	Y	-	-
3	Dibru College	-	Y	-
4	Lahowal College	Y	-	-
5	Tinsukia College	Y	-	-
6	Digboi College	Y	-	-
7	DigboiMahila Mahavidyalaya	Y	-	-
8	Janata Mahavidyalaya	Y	-	-

Table 1: Library staff involved in Acquisition process

Library Staff: Table 1 clearly shows that DHSK Commerce College has the highest number of library staff members involved in book acquisition work. MDKG College and Dibru College are placed second and third with two and three members respectively. The remaining five colleges each have one library staff member involved in acquisition work. Thus, the process of acquisition in DHSK Commerce college is done in a more balanced, organised and efficient manner owing to a good number of acquisition staff members. Also, acquisition work in all the surveyed college libraries is satisfactory and is done in a well-planned way.

Procedure used in Book acquisition and maintenance of book selection tools

Table 2 clearly shows that DHSK Commerce College, Dibru College and Digboi Mahila Mahavidyalaya follow both procedures for book acquisition- Manual and Computerized. The other six colleges use manual procedure. In the case of maintenance of Book selection tools, five out of the eight surveyed college libraries use tools for book selection.

Sl.No	Name of the College	Procedure used		Maintenance of Book Selection Tool
		Manual	Computerized	
1	DHSK Commerce College	Y	Y	Y
2	MDKG College	Y	N	Y
3	Dibru College	Y	Y	N
4	Lahowal College	Y	N	N
5	Tinsukia College	Y	N	Y
6	Digboi College	Y	N	Y
7	DigboiMahila Mahavidyalaya	Y	Y	Y
8	Janata Mahavidyalaya	Y	N	Y

Table 2: acquisition and maintenance of book selection tools.

Acquisition Procedure: It indicates that the number of surveyed college libraries using computerised methods and library management software for acquisition-related works is less than expected in today's digital environment. This can also be put as a reason for absence of book selection tools in some of the

surveyed college libraries. However, efficient work process is carried out in the colleges following manual acquisition process, the only difference being the acquisition work is time-consuming and handling large amount of data is some times difficult.

Table 3 :Maintenance of Database for acquired books and checking for duplication

Sl.No.	Name of the College	Maintenance of Database	Checking for Duplication
1	DHSK Commerce College	Y	Y
2	MDKG College	Y	Y
3	Dibru College	Y	Y
4	Lahowal College	N	N
5	Tinsukia College	Y	Y
6	Digboi College	Y	N
7	DigboiMahila Mahavidyalaya	Y	Y
8	Janata Mahavidyalaya	Y	Y

Database : Table 3 shows that almost all the surveyed colleges maintain databases of books acquired in the library, except Lahowal College. In the case of checking for duplication in order of books, Lahowal College and Digboi College do not follow this step. Hence, it can be said that the surveyed college libraries maintain a properly compiled record of the books acquired in the library alongwith other records related to it, which aids in checking and verification of materials, replacement of lost or damaged library materials, etc. Checking for duplication in orders is done by most of the surveyed college libraries, which help in including the appropriate materials required and not allowing wastage of the money spent on procuring the resources for the library.

Table 4: Ordering System in book supply and pattern of fund allocation

Sl.No	Name of the College	Ordering system			Pattern of Fund Allocation	
		Tender System	Inviting Quotations	Other system	Department wise	As a whole
1	DHSK Commerce College	N	N	Y	N	Y
2	MDKG College	Y	Y	Y	Y	N
3	Dibru College	N	Y	N	Y	Y
4	Lahowal College	Y	N	N	N	Y
5	Tinsukia College	N	Y	N	Y	Y
6	Digboi College	Y	Y	Y	Y	Y
7	DigboiMahila Mahavidyalaya	N	N	Y	Y	Y
8	Janata Mahavidyalaya	Y	N	Y	Y	Y

Table 4 shows that most of the surveyed college libraries either follow any one of ordering systems in the rates of book supply i.e. Tender System, Inviting Quotations or Other system. The library of Digboi College follows all the ordering systems. Thus, it can be said that the ordering process of books is done judiciously and wisely in Digboi College taking into consideration all the factors such as

Vendors involved, Selection of Materials, Digital Acquisition Methods used, etc. Relating to Funds sanctioning, half of the surveyed colleges are allocated funds department-wise whereas the other half are allocated funds as a whole. Department-wise funds allow more options in the planning and spending of money for obtaining library materials and funds as a whole need to be sorted out according to different spending avenues such as sorting out for the library, and then taking the necessary steps to utilise the funds for acquiring library resources. All the surveyed colleges have proper book ordering systems and fund allocations.

Table 5 : Additional tasks involved in book acquisition process

Sl.No.	Name of the College	Additional Tasks		
		Checking and Passing of Bills	Checking with orders and Price Verification	Monitoring Budget
1	DHSK Commerce College	Y	Y	Y
2	MDKG College	Y	Y	N
3	Dibru College	Y	Y	Y
4	Lahowal College	Y	N	N
5	Tinsukia College	Y	Y	Y
6	Digboi College	Y	Y	Y
7	Digboi Mahila Mahavidyalaya	Y	Y	Y
8	Janata Mahavidyalaya	Y	Y	N

Table 5 clearly shows that all the surveyed college libraries perform additional tasks related to book acquisition work such as Checking and passing of bills, Checking with orders and price verification and Monitoring Budget. Only the library of Lahowal College performs one task i.e. Checking and Passing of bills. This indicates that the surveyed college libraries follow a clear and step-by-step approach in the acquisition work of the library. Such a clear and methodical approach helps in better arrangement of library materials, keeping a well-maintained and statistically accurate record and reports of book delivery and proper utilisation of money in acquiring materials for the library. It also helps in eliminating duplication in orders and keeping track of how money has to be spent in the right way for procuring library materials.

Table 5 : Preference Factor in Book Selection/Book Ordering

Sl.No.	Name of the College	Preference factor in book ordering		Time period for delivery of books	
		Discounted Price	Relevance	Within 15 days	More than 15 days
1	DHSK Commerce College	Y	N	Y	Y
2	MDKG College	Y	Y	N	Y
3	Dibru College	Y	Y	Y	N
4	Lahowal College	Y	Y	N	Y
5	Tinsukia College	N	Y	N	Y
6	Digboi College	Y	Y	N	Y
7	Digboi Mahila Mahavidyalaya	N	Y	N	Y
8	Janata Mahavidyalaya	Y	Y	Y	N

Book ordering and Delivery: From Table 5 it can be seen that MDKG College, Lahowal College and Digboi College opt for both factors in the preference of book selection/book ordering. The Other colleges prefer either Discounted Price or Relevance. Thus, in the surveyed college libraries, it has been found that while ordering books and other library materials, the acquisition unit looks to procure library materials at the lowest price possible. Otherwise, if some materials are in great demand in the library, the acquisition unit looks for relevant materials without bothering too much about the price.

In most of the surveyed college libraries, delivery of library materials takes more than 15 days with the exception of DHSK Commerce College, Dibru College and Janata Mahavidyalaya. It is to be noted here that, in the case of the surveyed college libraries, if books are ordered from local publishers, it is delivered to the library within 15 days. But sometimes books are ordered in the library from Outstation Publishers or from other states such as Delhi, Kolkata, etc. In such cases the delivery of books takes more than 15 days.

CONCLUSION

It is evident from the present study that the surveyed college libraries from Dibrugarh and Tinsukia districts of Assam have an effective book procurement policy and the book acquisition work in these college libraries is done in a fairly orderly manner. Though a few amongst the surveyed college libraries have areas of concern in their book procurement process, but overall it is satisfactory. The study concludes that the college libraries have a healthy library collection pointing to the fact that standard acquisition practices are carried out in the college libraries.

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