

A Conceptual Approach of Collection Development and their Policies in Medical Library

Vijay Dalal, Librarian, BPS GMC Khanpur Kalan, Sonipat

Abstract

Collection Development is a multi faceted activity and useful for the acquisition, user assessment, policies, selection, weeding and evaluation of material or document in medical libraries. The present article is review about the importance of Collection Development in medical libraries. In this various factor like principles, policies, problem associated with collection development, wedding policies were discussed. Medical library professional maintain the balanced in collection development activity in the library and increases the faculty of work in medical library environment. Storage, wedding and preservation policies also need to be established as a part of collection management.

Key words: Collection, Document, Management, Policy, Weeding

Introduction:

Collection development is one of the important and challenging library management activities. Collection development is a process of selecting, ordering and payment of information materials for the use of the users in the library. Based on this, collection development helps to enhance the assemblage and provision of a variety of information materials to meet the desperate need of library users. Collection development is concerned with the formulation of a systematic plan to build a library collection which will meet the needs of its users.

The meaning of the term “collection development” has undergone considerable change with the progress in the field of librarianship. “Collection Development Policy”, “Selection Policy” and “Acquisition Policy” are the terms used interchangeably by the librarians but they are, by no means, synonymous. They represent a hierarchy in which collection development being a planning function is placed at the highest level. Selection is

the second level of decision making and acquisition the third level. It is process by which library acquires various materials implementing selection decisions and collection development plans.

Collection development in a medical library is a two-way process involving the faculty and the librarian. Thus, informal communication between librarian and faculty is needed to cultivate consciously the relationship to make collection development process efficacious. Medical libraries hardly have subject specialist librarians. Thus, there is a lack of library staff that can be spared to liaise constantly with faculties and students to understand their needs and expectations and contribute significantly to collection development.

Generally, the Library Advisory Committee (LAC) takes the final decision as to the items to be purchased for the library. In most of the medical libraries, chief librarians and in some cases acquisition librarians are mainly responsible for collection development. But, chief librarians are 'disadvantaged and encumbered' by other duties as they have to devote much time in many administrative and planning works and have very little time to understand the students needs. It also leaves very little time for present day librarians to read and be updated on the needs of users.

The sections of the library that can be of great help to the librarian in collection development are lending or circulation and reference sections, as these witness the most interactions between users and the library. The regular interaction between the staff of these sections and users give them a perspective that may be complementary to a faculty. The faculty may know what they are assigning and what students need, but librarian know what students start out looking for before modifying their topic to use they have been able to find. But, in many a case, the librarian has a weak tie with circulation, lending, reference sections that are in the best position to understand the students or faculty demands. In this scenario, faculties are almost the sole determiner of purchasing decisions.

Problems faced by Library Professionals in Collection Development:

1. Faculties are research specialties and there scope of selecting library materials is narrower and have less knowledge about the collection development policy of library. A medical library serving both functions will

find the user of approval plans and librarian selector appropriate for many aspects of its collection rather than faculties.

2. The demands of preparing lectures, taking classes, advising students, grading papers, drafting grant proposals and other duties routinely burden the faculty. Additional service opportunities have little appeal for them. Many of the faculties feel that, it is a time consuming process and hardly intends to participate in it.

3. Growth of collection development depends on those faculty members who are frequently uses the library and actively participates in material selection process. Collection declines when faculty members ignore the use of library. Due to which growth of library becomes disproportionate. This affect the work of librarian when a new faculty joins a discipline where collection is least developed.

Collection development policy

Collection development is a process of adopting a method for developing the collection or stock in a library. A written policy encourages the library and their institution to define their goals and help the library staff for collection to conforms to the aims and objective of by translating those aims and objective into clear and specific guideline, for each stage of materials handling – Selection, acquisition, processing, housing, weeding and discard. These guidelines should cover all subject fields and all types of library material the institution.

Advantages of Collection Development Policy

1. Maintain the relationship with the objectives of library.
2. Forms the pattern for planning collection development.
3. Helps to provide guideline for the selection of reading materials for everyday without personal basis.
4. Support of library staff for the selection of materials for collection.
5. Helps in making best use of resources.
6. Provides new methods for reviewing materials before purchase.

Wedding Policy

It is an important part of collection policy which helps in removing documents which are not useable from the library. Document or material from the library may be completely discarded where they are not useful and donated to other library where they may be useful. Recently new knowledge, ideas and thoughts are updated in modern library. For a modern library it is question of money and space to get all new documents which are relevant and useful. For saving space and materials or documents which are useless in library, so wedding policy is important to follow or adopt.

Role of Library Professionals in Collection Development

Librarians and their colleagues manage the routine of library, administrative work and policy issues. Harrods defined a library committee as "the committee responsible for the provision of a library service". Library committee is a body of organization consisting of persons who are assigned the job of governance of a library. Such a committee may be appointed by a library authority in Medical Libraries and colleges usually have library committee. They are concerned with library policy and do not interfere in library administration. Such a library committee serves in an advisory capacity and in cooperation with the librarian formulates policies for the development of higher learning and research. It allocates funds for the library needs of different departments. The librarian takes decisions and manages to seek the cooperation of the committee and the assistance of his staff to effectively execute the decisions.

Conclusion

The main function of the collection development policy is to identify procedures for acquiring new materials. This method should also help in allocating the budget to meet various needs, and establish policies for reviewing and modifying the plan to meet the changing needs. Storage, weeding, and preservation policies also need to be established as part of collection management. Collection development implies building up collection with quality material through proper acquisition and weeding policies. Collection Development may include

many work of library like selection, acquisition, user studies, stock evaluation, weeding and interlibrary cooperation.

Suggestions:

1. The medical libraries should create a Collection Development Department with a mandate to coordinate all collection development activities of selection, acquisition, stock evaluation, weeding and interlibrary cooperation.
2. Weeding policy should be a periodic exercise in libraries to make space in the shelves of irrelevant or unusable materials and increase space to usable materials or books.
3. The staff strength of the libraries should be increased by appointing more experienced staff into these medical libraries to increase effectiveness in the discharge of collection development activities.

References:

1. Chidi, C., N, Adaora, J., U. 2015. Collection development in academic libraries in imo state Nigeria status analysis and way forward. *International Journal of Advanced Library and Information Science*. 3(1): 126-135.
2. Giri, R, Sen, B., K, Mahesh, G. 2015. Collection development in Indian Academic Libraries: An empirical approach to determine the number of copies for acquisition. *Journal of Library and Information Technology*. 35(3): 184-192.
3. Ignau, Barbara, S., S. 2006. Collection development in an digital environment: An imperative for information organizations in the Twenty-First century. *Collection Building*. 25(4): 139-144.
4. Sasikala, C, Nagaratnamani, G, Dhanraju, V. 2014. Pattern of collection development in academic libraries in Andhra Pradesh: A study. *Journal of Humanities and Social Science*. 19(2): 5-18.
5. Patel, S. 2016. Collection development in academic libraries. *International Journal of Library and Information Science*. 8(7): 62-67.