

## Collection Development and Management in Libraries of Management Institutions

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### Abstract

Collection development should do for a certain purpose in management library. It should be develop for course study, teaching purpose and research purpose. In present time, traditional formats of documents like books, journals and reports along with electronic formats of documents like e-books, e-journals, e-reports, CDs/DVDs and online databases are available for users in management library. Print and non-print documents are recommended by faculty members, researchers, students and other users of management libraries. Collection development is fundamentally to be for different types of print and non-print information/documents. Collection development, library resources and library activities should be build, manage and guide by a written collection development policy. It means new parameters have included in collection development policy for document selection in management library. Management of collection is method of library professional in management libraries. This paper observes concepts and problems of collection development activities and management along with changing atmosphere of electronic documents in management libraries.

**Keywords:** Collection development, Collection management and Management libraries

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## **BACKGROUND OF COLLECTION DEVELOPMENT**

It is essential to understand library's resources for the future planning of management libraries. In present time we are working with print information system and electronic information system. Print documents are available on shelves along with electronic documents in libraries. Librarian and library staff should take-care professional activities of other libraries along with current development in their library. There is a need to learn and use of e-books, e-journals, e-reports, CDs/DVDs and online databases and library software packages in management library. Management libraries are facing some issues like how to integrate electronic resources with print resources and limited budget without reducing services. All electronic documents are essential as e-books, e-journals, e-reports and online databases for management libraries. It means print and electronic both collections are to be essential in all management libraries.

Collection development has done in the form of information resources which fulfils the needs of users. It has done on the basis of recommendation for fulfilling the user's need in management library. Collection development is one of the most problematic and most significant activities in management library. Planning, goal setting, decision making, budgeting and acquisition of documents and also evaluation are included for doing collection development.

## **REVIEW OF LITERATURE**

The review of literature is a connection between both the considered research and the studies that have already done. It tells about those views that have already founded by other authors. Review of literature is as follows:

Kanwal, Ameen (2006) studied the role of a collection management policy (CMP) has become fundamental for managing collections in university libraries. The study suggests continuing professional education and self-studies on the librarian's part to improve the situation in this regard [1].

Banks, Julie (2009) developed by the collection development policies committee of the collection development and evaluation section of the reference and user services association, this site includes sample policies for all types of libraries. It includes guidelines for developing policies for electronic collections as well [2].

Mallaiah, T.Y. and Gowda, M. Purushothama (2009) in paper 'Collection Development in Mangalore University Library: A User Study' discussed the usefulness of collection development in a university library [3].

Arikrishnan, R. (2010) this paper explained Engineering and Technology libraries are facing challenges due to continuous increasing in the subscription to scholarly journals and databases which affects the research and academic activity. Many

academic libraries have realized the importance of electronic source of information in order to satisfy their users [4].

### **OBJECTIVES OF THE STUDY**

The success of any library is the various type of collection. For this development and management have done of collection in library. The foundation of study is defining the collection development operations. The main objective of the study is to know the collection development and management of collection in libraries of management institutions. The other objectives are as follows:

1. to know the acquisition of print and electronic documents for collection development
2. to find out the reasons for acquiring print and electronic documents for collection development
3. to examine the different criteria for selection of print and electronic documents for collection development
4. to know use of budget for print and electronic documents
5. to examine the collection development policy

### **SCOPE/LIMITATIONS OF THE STUDY**

The scope of the study is limited to examining the collection development, management libraries, and print and electronic documents. There is selection of print and electronic documents in libraries of management institutions. The study focuses mainly on collection development policies, library committee, and library budget, selection method of documents and collection evaluation methods.

There are following activities for collection development:

#### **Collection development policy**

There are some policies for collection development and some for guidance and direction for the selection of documents in management library. These policies effect directly on print and electronic documents of library. When collection development has done then it is also checked that documents are available or not in library. In present time, there is an essential role of collection development in libraries of management institutes. User's choice of documents has multiplied in management library. The librarian's role in library is developing progressively for users and documents.

Collection development is fundamentally to be for different types of

information/documents. Collection development, library resources and library activities should be guided by a written collection development policy. By this policy, collection development, library resources and library activities should be built and managed. There are systematic perspective, flexibility and communication behind the collection development. A fundamental assumption is that collection development should be by those people who use and manage the collection. On the basis of selection of documents criteria, research interests of researchers, scope of subjects and date of publication, documents would be acquired in collection development policy for management library. Focus can be given on the statement of collection development policy that print and electronic documents should be procured. Collection development policy should form to keeping electronic documents in mind. Collection of documents should be done on the basis of three assets as relevance, quality and suitability in management library. These assets should be included in collection development policy and this policy guides the document selector. Collection development policy should be satisfactory for collection development in management libraries.

### **Budget for Print and Electronic Documents**

Librarian procures the recommended documents by faculty members in management library. Evaluation of available documents in management library has also been done by librarian. Librarian evaluates the user for course study of students, teaching interest of faculty members and research interest of researchers. Librarian fulfills the user's current demand through selecting documents. When librarian makes a plan to procure electronic documents then librarian also evaluates traditional and electronic forms, cost effectiveness and expectations of users.

In the present, librarian acquires the information in the form of information products and then in the future, librarian renews that information product. Users access the information from information product in library. A big amount from acquisition budget should be reserved for print and electronic documents in management library. It is necessary to keep up to date to wide and balanced collection according to recent changes in management library. It is also necessary for librarian to keep up to date with cost factor of print and electronic documents.

Documents of long term benefits are costly as per buying and some documents and resources are more cost effective. The cost of acquisition, subscription and maintenance should be checked carefully. Documents should be easier for use by users and should be according to majority of users.

It should be considered on cost of membership (cost of selection, acquisition, cataloguing, shelf maintenance and circulation) of print and electronic documents on the basis of several experiences. Librarian should also consider that print documents are expensive or electronic documents are more expensive to fulfill user's need. The

infrastructure and network should be stable for print and electronic documents in management library.

### **Selection of Print and Electronic Documents**

The selection of documents is an essential work for collection development for librarian. The decision about quality of collection has taken by librarian in management library. As per librarian, e-books, e-journals, e-reports and online databases along with print documents should be necessary in library for users and for available electronic documents, network also should be acceptable, which could access easily by users.

If library users like students, researchers, faculty members and others users need print and electronic documents then those users can recommend documents by e-mail or recommendation form to librarian. On the basis of this recommendation print and electronic documents have procured/subscribed in management library. Recommended print and electronic documents have arranged for users who have recommended. Selection of documents is an important work and for selecting print and electronic documents many methods have prepared in management library as they follows:

- Book fairs
- Books sellers catalogues
- Catalogue of government publications
- News letters
- Online bookshops
- Online reviews
- Print and electronic documents exhibition
- Print and electronic documents reviews in magazines
- Print and electronic documents reviews in newspapers
- Print documents received on approval
- Promotion by publishers through e-mails
- Promotion by sales executives
- Publisher catalogues
- Publisher websites
- Recommended form
- Social media
- Subject bibliographies

Selection of print and electronic documents has done by above tools or methods, to which library budget could be finish for management library and also done collection development. Requirement of documents of management library users like students,

researchers, faculty members and others users has fulfilled by above selected tools or methods.

### **Resources for collection**

Resources for print documents similar to books, journals, reports, reference tools and electronic documents similar to e-books, e-journals, e-reports, CDs/DVDs and online databases are needed in management library.

### **Resources for print documents**

After the selection and acquisition of print documents could be use perfectly, resources are required for this. There is a need of furniture for print documents and display rack for new arrivals, catalogue/OPAC. Library staff and users should learn to use of catalogue/OPAC.

### **Resources for electronic documents**

The process of selection of electronic documents is more problematic than the selection of print documents. There is a need of electronic resources for the use of electronic documents. More expenditure is required for management of electronic collection along with print collection. Employees of management library should be qualified for the resources and electronic documents.

Selection of electronic documents should be done on the basis of user's need, library services and library resources. Computers and its related furniture, electronic devices and internet facility are required for electronic documents in management library.

### **Users and services**

Users and services are the most significant for collection development in management libraries, because collection decides the library services and helps the users to fulfil their needs. There is special focus on electronic documents for research program in large management institute. The users of management libraries share accuracy and reliability of information, which have got from electronic documents. If management libraries will provide good services and facilities then students, faculty members, researchers and other users will use print and electronic documents and they will get documents easily.

Collection development could do on the basis of used documents by their users and also can make plan for collection development in management libraries.

### **Use of electronic collection and resources**

E-books, e-journals, e-reports, CDs/DVDs and online databases should be used by noble terminal. High speed internet connectivity must be essential for using electronic documents and latest computers also should be provided for using electronic documents.

### **Collection evaluation**

Collection development has done for fulfilling the needs of users as student's course curriculum, teaching purpose, research purpose, general management, motivational, historical, biography and fiction in management libraries.

Quality can be evaluated of collection on time to time, which could knew that collection is fulfilling needs of users or not. Maintenance of print documents has done by management libraries since long time. It is easy to keep saving electronic document's files but keeping permanent save to electronic document's file, some policies should be made.

## **CHALLENGES AND OPPORTUNITIES FOR MANAGEMENT LIBRARIES**

New/advance technologies are creating different types of problems and challenges for collection development and library services. The main challenge is to make strategy to manage electronic documents. Library staff should be well trained and skilled for electronic documents and advance technology. Information must be given by only trained and skilled library staff to researchers and should fulfil the needs of user's print and electronic documents.

Many traditional library practices, library services and print collections are moved in electronics. Electronic resources are in form of opportunities for users and as well as library staff. Collecting of print and electronic documents and balancing between its use and access are the challenges for management libraries.

## **CONCLUSION**

Collections are very much used in management libraries. It is needed to make balance of collection between faculty members, researchers, students and other users. Collection of print and electronic documents has done for collection development in libraries. Full text article databases are subscribed for users in management libraries.

There is a continue process of acquiring, organising and protecting to print and electronic documents in management libraries. Management libraries are provided to their user technology based services, local and online OPAC, online databases, full

text electronic journals, reference tools, online documents ordering, online inter-library loan and electronic equipped library. Print and electronic information must be selected, organised, protected and delivered and so the process of collection development and collection management has done in management libraries.

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