# Problems and Prospects of College Library Personnel in Bangladesh: an Analytical Study

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## Abstract

*College libraries have significant role in preparation of dynamic future leaders by offering students lucrative services so that users can learn the process of how to enter methods of higher research oriented studies gradually. To do so professional library manpower is a great concern. This study is an attempt to identify the present status of manpower pattern along with providing services of college libraries at capital city Dhaka, Bangladesh and recommended some suggestions regarding the development of library manpower structure. The Study based on primary as well as secondary information and data has been collected adapting questionnaire and interview method. The finding of the study shows that the structure of college library personnel is insufficient to maintain a modern library system.*

**Keywords:**    College library, Personnel, Manpower, College Library Association, Professional Training, Dhaka

## 1.    Introduction

Bangladesh is situated in the Northeast corner of South Asian sub-continent. Before its existence as an independent country in 1971, it was part of Pakistan from 1947 to 1971, and part of Indian until 1947.  The population of Bangladesh is about 140 million and the literacy rate is 63% [1]. In comparison to the population the literacy rate though seems satisfactory it would become frustrating to know that the rate of higher education that is college and university going students is 15% to 20 %. However the literacy rate of capital city Dhaka is much higher than any other part of the country.

College libraries are integral part of educational institutions in fact they may be regarded as the hearts of modern institutions of higher education. The principal function of a Library is to educate the educated. A well-equipped library is not only a storehouse of knowledge and experience but also a repository of world's culture-ancient, mediaeval and modern. College library represents one of the most important assets in support of the instructional programme of the college. The Library is a workshop for the entire college-students and teachers where library staffs are the conductors of this workshop. "Out of the many components forming a library system, professional staff forms the most important and valuable resource" [2] because the quality of a library is judged by the service it rendered not by some idle collection and efficient library service is the result of some effective library staff. Thus, "if the supplier of the information commodity is passive, frustrated, disinterested and even non-existent, the information resource becomes meaningless. It is the library staff

who can bring them together according to their tastes, interests and needs for each other thereby establishing harmonious relationship between them." [1] Professional staff in academic libraries is expected to promote academic programmes of the institution and encourage the optimal use of library resources. The school libraries in Bangladesh are much neglected. Majority of the schools are without well-furnished library system. Thus most of the students enter colleges without any background of library use. So, the role of the College librarian becomes much more crucial and important. It becomes the responsibility of college librarian to educate students into library use. S/he has a significant role in the promotion of overall college education programme.

But it is a matter of great regret that the role of library in teaching learning process has not been recognized yet. The concern authorities for providing library services in the college are paying a few attentions. Most of the college libraries in Bangladesh are understaffed having single professional with one or two supportive staff. Even some college libraries are without any professional staff in spite of being a college with Honours and Masters Programmes. No significant initiatives have been taken yet to bring change in the structure and development of college libraries even the government is giving priority in education by neglecting library services. But it is not intellectual to think of providing satisfactory services without adequate staff members with requisite qualifications.

## 2.    Library Personnel

Well-qualified, skilled and adequate number of library personnel is a must to provide consistent and efficient library services. This implies that manpower strength is one of the important ingredients of a college library. According to Webster Dictionary "manpower is the number of people working or available for work or service in an organization or institution". It's the power in terms of the workers available to a particular group or required for a particular task. So we can say that library manpower is some certain number of people who are working or available for overall management of library functions with the power of professional skills. ALA policy committee [3] in 1983 approved two groups of skills viz. Specialist skills and general skills. These are as follows:

A) Specialized skills:

- a)   The analysis of the library and information needs of existing and potential users;
- b)   Selection, provision, and maintenance of the full range of library materials;
- c)   The identification, analysis and organization of information
- d)   The assessment, implementation and use of technology in the library;
- e)   The exploitation of information resources;
- f)   User education in the library;
- g)   The selection and maintenance of special collection and services and

h) The selection and exploitation of non book media

B) General skills:

a) The planning and development of policy, its implementation and assessment;
b) The management and financial control of all or part of an organization.
c) Interaction with clients and users;
d) Supervision, training and motivation of staff and
e) Contracts and communication with other individuals and groups pertinent to the work of the          organization e.g.; governing bodies, suppliers, members of other professions etc.

It is intended that specialist skills should be performed by professionals and non-professionals should take routine tasks and procedures including operations of various systems and equipments used in the library. They should also be responsible for service under the supervision of professionals. Professionals should have basic knowledge of specialist skills and understanding of general skills and assist in its planning and supervision [2]

**Objectives of the Study**

**2.1     The main objectives of the present study are:**

a) to identify the present status of college libraries in Dhaka city
b) to determine manpower needs in libraries
c) to  explore the roles of professionals for library development
d) to put forward suggestions as remedial measures for upgrading the status of library personnel

**2.2     Methodology**

Literature searching has been undertaken for conceptual development of library manpower needs, procedure of their development, library administration etc. and data has been collected using a short structured questionnaire. Personal interviews, field visit, searching official records etc. are also undertaken for data collection. The study covered a total of 10 government college libraries in Dhaka city, which are of postgraduate level and situated at Metropolitan area to determine the status and needs of library professionals.

**3.     Current Manpower Scenario in College Libraries of Dhaka City with Related Issues**

**3.1     Establishment, no. of students and teachers of Government Colleges**

Among the colleges of Dhaka city the Govt. colleges have some historical background in education and the establishment of the country. The growth of these colleges is shown in the following table.

**Table 1: Establishment and Resources of Govt.**

| Sl. No. | Name of the Colleges with Establishment Period | No of Students | No. of Teachers |
|---------|------------------------------------------------|----------------|-----------------|
| 1 | Dhaka college, Dhaka 1841 | 16,000 | 187 |
| 2 | Government Titumir College 1968 | 26,026 | 90 |
| 3 | Eden Girls' College 1873 | 24,000 | 200 |
| 4 | College of Home Economics 1949 | 5,000 | 62 |
| 5 | Begum Badrunnessa Govt. Girls' College 1948 | 6,000 | 96 |
| 6 | Govt. Bangla College 1945 | 21,000 | 101 |
| 7 | Kabi Nazrul Govt College 1874 | 10,000 | 84 |
| 8 | Govt. Shahid Suhrawardy College, Dhaka 1949 | 5,500 | 69 |
| 9 | Govt. Music College, Dhaka 1963 | 100 | 28 |
| 10 | Tearchers' Training College, Dhaka 1909 | 1000 | 60 |

The table discloses that the establishment of 3 (30%) govt. colleges was before 20th century and maximum colleges (i.e. 50%) established during 1901-1950s. It is clearly evident that during 1951 to present period growth of colleges was slow in comparison to British and Pakistan period. The number of Government Colleges has not been increased after independence in comparison to the number of students increasing gradually in Dhaka city. Thus this small amount of college has to accommodate a large number of students where quality education is threatened. The table also shows that half of the colleges have above 10000 students and 50% colleges have a range of 51-100 teachers. So it is evident that there are so many students are studying in a college.

### 3.2    Library Personnel

### 2.1    Designation of Library In-Charge

The following table reveals that maximum 8 colleges' (80%) library is headed by Librarian (Gazetted 1st class post) and 2 colleges' (20%) library is headed by   Assistant Librarian cum cataloguer (3rd class with 2nd class pay scale) recruited by DG of Secondary and Higher Secondary Education Directorate.

**Table 2.1: Designation of Library In-Charge**

| Designation of Library In-Charge | No. of College | % of 12 Colleges |
|---|---|---|
| Librarian | 8 | 80 |
| Assistant Librarian | 2 | 20 |

## 2.2: Existing and Occupied Posts of College Libraries

The college library of Bangladesh has been organized according to the Enam Committee's organogramme, which formed on 12 December 1983 under the government of Bangladesh [4]. Before Enam Committee the college libraries have some expanded organogramme i.e. every college library had 4 posts-Librarian, Assistant Librarian, Senior Cataloguer, and Book Sorter. Enam Committee changed the former organogramme and drew a new organogramme consisting of 3 posts- Librarian, Assistant Librarian-cum-Cataloguer, and Book Sorter-cum-bearer. But all of the libraries are not following the format accordingly despite huge collection and user. Some of the libraries do not have the post of librarian where some of the libraries have created some additional posts. This discrimination has been created because of the manpower decreasing policy of Bangladesh Government. The colleges having two posts for their libraries are unable to create new posts because during posts creation the authority has to show proper reasons but the authority are seem reluctant in case of library uplift.

**Table 2.2 Numbers of Existing and Occupied Posts**

| Designation of Library Personnel | Number of Existing Posts | Number of Occupied Posts |
|---|---|---|
| Librarian | 8 | 8 |
| Assistant Librarian-cum-Cataloguer | 12 | 9 |
| Book Sorter-cum-Bearer | 14 | 14 |
| Book Binder | 1 | 1 |
| MLSS | 2 | 20 |

The above table represents that 8 colleges out of 10 have librarian posts and all are occupied. The post of assistant librarian in 10 colleges is 12 because Eden Girls College and Teacher's Training College (National Secondary Education and Science Development Center) have an additional post for Assistant Librarian. Among those posts only one post is remaining vacant in Mirpur Bangla College. In 4 colleges (which have above 25001 students) there is an additional post each for the posts of Book Sorter-cum-Bearer. But 2 posts in Dhaka College and Titumir College are unoccupied.

Maximum occupied posts of Book Sorter cum Bearer are not working in college library in stead they are engaged with other departments. Among the surveyed libraries, one library namely Eden Girls College, Dhaka has an additional post of Book Binder. Only two colleges have a post for MLSS. Obviously minimum one MLSS and maximum 5 MLSS are working in college libraries. Actually the real situation in surveyed colleges even whole country's colleges is that if authority wants to punish any MLSS, they occupied them in library. Here we should mention that these MLSS do not get any financial benefit (like exam duty and others ratio of financial benefit) which office staffs get.

### 3.2.3    Qualifications of Library Personnel

According to Enam Committee Report, the qualification of librarian is to be Masters Degree with Diploma course in Library Science with an age limit of 27 years. Among them 80% will be directly employed and 20% will be promoted. But among surveyed libraries only 2 two librarians have been employed directly before independence and the rest 6 librarians have been promoted. In 2006 for the first time 15 Assistant librarians had got promotion as librarian throughout the country. It is very tuff for library professionals to remember when a circular appeared for direct recruitment for the post of librarian. For that the posts of librarian are remained vacant after their establishment in maximum college libraries of Bangladesh. The qualification of Assistant Librarian (3$^{rd}$ class with 2$^{nd}$ class pay scale) is to be B.A. degree with Diploma course in Library Science. This post is directly recruited by DG of Secondary and Higher Education Department. Here it should be mentioned that the students of Information Science and Library Management from Dhaka University and Rajshahi University after completing their Honours and Masters degree do not get any chance for 1$^{st}$ class job in college libraries of Bangladesh. So they are bound to apply for 3$^{rd}$ class job of Assistant Librarian-cum-Cataloguer and working there without any job satisfaction because their university friends from others discipline are working at the same college as a teacher qualifying B. C. S. examination. The qualification of Book Sorters is to be S. S. C. with certificate course in library science.

The survey discloses that all the college library staffs have the required educational qualification and in some cases their educational qualification is much higher than asked but they lack professional qualifications that are required to enhance their expertise. Among these college libraries, there are many librarians without any professional training. Only 30% has NAEM (National Academy for Education Management), Education Ministry training on "Library Planning and Management Course" which duration is now only 15 days. It is very regretful for library profession that none of the librarians have primitive knowledge on computer and only 20% assistant librarian has computer literacy and NAEM training.

## 4.    Library Committee

The Librarian alone should not carry the whole burden of a big institution like a library. So every college library should have library committee and the Librarian should have a vital position in the committee. Every decision should be taken by the committee through regular meeting. The present survey presents that 80% college libraries have library committee and in the remaining 20% there is no library committee.

### 4.3.1   Position of the Librarian in the Library Committee

In the library committee librarian should act as a liaison officer, administrator and planner and also an advisor. He is to propose things to be done, get the approval of the Library Committee and the Principal put forward them for implementation. But in reality the scenario is quite frustrating when the surveyed colleges' Principals are found sometime indifferent in case of library committee formulation and their autocratic decision-taking attitude regarding library management. Principals feel better to incorporate teachers in library committee and try to neglect librarians totally. The following table will show the real situation of library committee:

**Table 4.3.1    Position of the Librarian in the Library Committee**

| Position of the Librarian | No. of  College | % of  10  Colleges |
|---------------------------|-----------------|--------------------|
| Convener | 0 | 0 |
| Member Secretary | 0 | 0 |
| Member | 2 | 20 |
| None | 8 | 80 |

It is evident from the above table that in most of the libraries (80%) where library committee exist the librarian occupied no vital position rather their position in some cases in the committee is only member which is a clear discrimination with the librarian.

### 4.4    Library Budget

College libraries in Bangladesh continued to suffer from lack of proper financial support because there is no rigid formula for estimating how much money a college should invest in its library. The majority of college libraries get their funds from Government once a year only for collection development. The overall library maintenance thus becomes paralyzed as the library staff has to rely upon the mercy of the college administration. Though another fund entitled library management fund raised from the students during their admission and promotion to upper

classes, this fund also does not used wholly for library development. In this regard it is very disappointing that many college librarians even do not know about the amount of their library budget which is due to their absence in the library committee. We can easily realize this miserable condition of Govt. college libraries from the following table.

**Table 4: Fund Allocation for College Library**

| Fund | No. of College | % of 10 Colleges |
|------|----------------|------------------|
| Below 100000 | 2 | 20 |
| 100001– 150000 | 1 | 10 |
| 150001- 200000 | 6 | 60 |
| 200001– above | 1 | 10 |

Table 4 shows that majority of the colleges' (i.e. 60%) budget range is in between 150001-200000 and the highest budget allocation is 300000/- which is drawn by one college namely Eden Girls College, Dhaka. Among these colleges Teacher's Training College's do not have any budget allocation from the Government for collection development. They develop their collection from library management fund and from different projects as gift.

## 4.5    Services Rendered in Government College Libraries in Dhaka City

Govt. college libraries in Dhaka city have failed to offer up to date services since they do not have competent library staff to introduce attractive programmes. For budget constraints these libraries can not collect diversified reading materials and undertake new projects to organize the remaining materials though collection of a college library should be a live one through proper cataloguing and classification and it should be able to meet the extent and nature of the curriculum of the colleges and should be developed for recreations, information and inspirations.  In order to satisfy varied academic and extra curricular programmes of students and the faculty, a college library acquire variety of learning and teaching materials such as books, journals and newspapers, audio visual aids and reference materials. But in the surveyed colleges the facilities, resources and services are very far from satisfactory. No library has been found to subscribe journals or popular magazine for their clientele despite information contained in periodicals are recent and up to date than books. The nominal services provided by these college libraries are reading room facilities and lending facilities. Thus the interest of students toward library decreased thoroughly which could be understood clearly from the following table.

**Table 5: Services Provided by Govt. College Libraries**

| Sl. No. | Name of the Colleges | Independent Library Building | Library Collection (Only Book) | Services | Approximate User Visit to Library Per Day |
|---|---|---|---|---|---|
| 1 | Dhaka college, Dhaka | No | 26,000 | Lending books and reading room facility | 120 |
| 2 | Government Titumir College | No | 26,634 | Do | 150 |
| 3 | Eden Girls' College | Yes | 37000 | Do | 150 |
| 4 | College of Home Economics | Yes | 9000 | Do | 100 |
| 5 | Begum Badrunnessa Govt. Girls' College | No | 18000 | Do | 70 |
| 6 | Govt. Bangla College | No | 19000 | Do | 100 |
| 7 | Kabi Nazrul Govt College | No | 19,000 | Do | 70 |
| 8 | Govt. Shahid Suhrawardy College, Dhaka | No | 12000 | Do | 50 |
| 9 | Govt. Music College, Dhaka | No | 6500 | Do | 50 |
| 10 | Teachers' Training College, Dhaka | No | 20000 | Do | 150 |

Table 5 reflects that with huge collection the libraries are unable to make students education library oriented. Only 50 to 150 average user visit per day in colleges having 5000 to above 30000 students is a clear sign of under standard education system.

## 4.6    Technical Processing of Documents

Technical processing of documents involved classification and cataloguing and computer database. Though classification and cataloguing of library resources should made in the very beginning even the collection may be very small, no college library found in Dhaka city following any classification scheme and there is no catalogue available. Only two libraries have a computer for librarian's use not for organizing library materials.

## 4.7    Access to Library Materials

Though open access system has far more benefits as compared to the closed access system maximum (90%) college library in Dhaka city have closed or partially open access system due to shortage of man power, lack of physical facilities, fair of loss of books and unavailability of catalogue. Only one college out of 10 (10%) has open access system.

## 4.8    Stock Verification and Weeding

Physical check up of the recorded documents available in the library collection to know what documents have been lost is laborious but yet responsible job. The present study reveals that regular basis stock verification are not conducted in any of these colleges rather it is conducted in case of retirement or transfer of the library in charge. As a result the number of missing books becomes high for this type of counting after a long time and it is regrettable that the librarian/library staff leaving the library has to pay the cost of the books lost by the users.

Not only stock verification these college libraries also lack regular weeding of unused, destroyed, old version of new copies, copies of books no longer relevant to the curriculum. For this the libraries facing space problem and easy sorting and replacement of documents are hindered. Though some libraries have some selected copies of useless books the librarians have not got any order form the principal for their destruction or removal and the principal is not giving any such order as there is no definite rules for weeding of college library materials. But this miserable condition should not continue if the library is to keep up to date and for this there should be provision for weeding of library materials in a regular basis and there should be some power vested to the principal to write off certain percentage of books every year to cope with the missing books caused by the users both students and teachers. In this connection "the principle underlined by Dr. S. R. Ranganathan for Indian college libraries could be mentioned. According to this principle 3 books per thousand should be written off every year by the college Principal if they are found to have been lost or mutilated" [5].

## 5.    Major Problems Identified

Library profession in Bangladesh is confronting enormous problems through years and this situation is worse in the case of college libraries. The college libraries in Bangladesh present a gloomy and disappointing picture due to the following problems:

1. College libraries are facing acute shortage of manpower with very poor salary structure. Library staffs lack professional qualifications and proper training so they are incompatible in smooth library operation and launching modern ideas of library management and creating programmes potential for user attraction.

2. Budget is so inadequate that it can hardly meet the actual requirements of the reading materials according to the standard of the college. Library development fund raising from students during admission and promotion to upper class is not using at all for library development

3. There is no standard book selection policy so these libraries failing to acquire a balanced collection comprising textbooks, journals, reference books, audio-visual materials etc.

4. College libraries are victim of favoritism in all aspect of activities especially collection development which is maintained by senior teachers and consequently an invalid collection is built. Booksellers

often contract the Principal and or the heads of departments who are member of library committee and try to push in such books as would decrease the quality and utility of the library.

5. Unavailability of library committee and if committee exist the librarians hardly found holding any position in that committee.

6. Librarians are reluctant or unable to filter the collection to keep it up to date through weeding and stock verification because of limited power or lack of knowledge or absence of any rule regarding these. So these college libraries are full of out dated unnecessary books.

7. Students do not feel encouraged to go to the library because the library materials are not easily accessible due to absence of cataloguing and classification practice. Moreover our education system is not at all library oriented. The students can pass their examinations without paying a single visit to the library. They can easily pass their exams following the class notes given by the teachers or notes collected from senior students or taking helps from guidebooks.

8. Library internal arrangement is not at all user friendly rather it is congested because most of the college libraries do not have an independent building rather they are confined in one or two rooms at one corner of the college building. So it becomes impossible to make enough space for reading room, stack arrangement, give separate rooms for library officers etc.

9. Shortage of library personnel in the staff council (consisting teaching staffs) so they do not have any significant role to play in the meeting to represent the library's achievement or demand.

10. Cooperation, resource sharing, interlibrary loan etc. for cost effective management of libraries does not exist in these libraries. There is no professional association of college library personnel to take concerted efforts regarding this as well as most of them are not involved with national professional organizations. Because of their indifferenceness regarding profession no effective service rule is one of the major problems concerning the job dissatisfaction of librarians and aftermath the underdeveloped library facilities. Due to this lack library staffs are neither treated as staffs of vacation department nor staff of non-vacation department.

## 6. Recommendations for Overall Development of Government College Libraries with a Model Proposal for College Library Personnel of Bangladesh

It could be clearly understood that when the college libraries of capital city, Dhaka facing huge problems, the situation of college libraries of other part of the country are in hundred times worse position. As a developing country like Bangladesh, problems in every sector are inevitable and continuous initiatives to overcome these problems are expectable. It is observed from the survey that Bangladesh Govt. is trying to reduce the problems gradually except library sectors especially the college libraries. In the survey so many problems and hindrances are found regarding college library professionals with their

proper status, recognition, job satisfaction, which affecting standard library services. Following suggestions might be helpful to get rid of these problems recurring over years:

1. Every college should have efficient staff strength with standard pay scales and qualifications to provide better services.
2. The library staffs should be recognized duely and treated as per with college teachers for all purposes. This status of professional staff could only be raised by including librarianship as a cadre of Bangladesh Civil Service (BCS) and there should have provision for promotional examination to ensure minimum qualification.
3. There should be provisions for library professionals to hold the administrative post like Principal and Vice Principal and they should be included as member of staff council.
4. Government and college authorities should give due priority to provide training facilities for untrained library personnel and should send them to national and international training programmes when necessary.
5. There should be annual inspection at each college library by library experts to evaluate the performance of the library
6. College library staffs should form an association of college library professionals for their professional development and to maintain cooperation at local, national and international level.
7. Professional Association like LAB (Library Association of Bangladesh), BALID (Bangladesh Association of Librarian, Information Scientist, and Documentalist) also must work for the development of library professionals especially college library professionals because they are very neglected
8. Fund for libraries should be increased and purchase of various reading materials should be influenced
9. There should be a joint account between the chief of library and the chief of college for proper utilization of library fund
10. There should be a detailed service rule for college librarians.
11. All colleges should have library committee including librarian as convener or secretary.

It is clearly seen from the survey that all the problems faced by Govt. college libraries in Dhaka city are mainly due to inadequate professional library staffs, insufficient funds, and underestimation of library professionals by administrative and teaching staffs etc. The library professionals of these colleges can not keep pace with the status of teachers because teachers here are BCS (Bangladesh Civil Service) Cadre while librarians are holding non-cadre service. From the face to face interview with the library personnel, it is evident that college authority is not giving attention regarding library personnel development, development of dynamic collections, launching of diversified library services, implementation of new technologies in library house keeping operations etc. Not only the library

authority but also library staffs are passive in promotion of library standard because of either for their limited knowledge in library management or for their dissatisfaction due to having fewer facilities in this job. Library professionals are not satisfied with their job because there is no chance for further promotion; they do not enjoy any advanced increment for over qualifications or better results like the teaching staffs though in most of the cases they have the equivalent degree from the same university. But this condition should not be let to continue because these college libraries are offering degrees up to post graduate level. Hence there must be a proper library system. Besides the manpower setup underlined by Enam committee in 1984 was based on the number of students and small educational programmes before nineties. Later with the addition of Honnours and Masters Courses in different subjects in these colleges under National University of Bangladesh, increasing number of students, though the number of teachers and administrative staffs has been increased to a suitable level, the library staff position remained the same. Due to this unexpected shortage of library staff these college libraries are now running under a miserable condition. It is not possible by a limited number of people to conduct a library with a voluminous collection and enormous quantity of student. Better and up-to-date services are a far cry in these libraries only for the lack of efficient and skilled manpower. It is evident that properly qualified manpower is important to attain specific target of development. Since no standard norm has been formulated yet by the govt. or by UGC for college library manpower rather Enam Committee is ruling over the matter of library manpower recruitment, immediate measures should be taken by the responsive authority regarding the uplift of college library status. In this respect it would be realistic to divide college libraries into three categories: grade A and grade B and grade C conceiving the following criteria in the table below.

**Table 6: Grading of Govt. Colleges**

| No. of Departments | No. of Students | No. of Teachers | Book Collection | Expected Annual Circulation of Books (Per year) | % of Surveyed Colleges Fulfilling the Criteria |
|---|---|---|---|---|---|
| Grade-A College | | | | | |
| Above 15 | Above 20000 | Above 100 | Above 25000 | 30000-35000 | 30 |
| Grade-B College | | | | | |
| Above 10 | Above 15000 | Above 80 | Above 20000 | 20000-30000 | 40 |
| Grade-C College | | | | | |
| Above 6 | Up to 14000 | Up to 80 | Up to 19000 | 10000-15000 | 30 |

Library is not meant solely for collection development instead modern libraries offer different other services to make student compatible with the first changing world of information. Establishment of a library system of this type requires a strong outline of library personnel with definite job description and enough qualification and experience in library management. For this purpose following staff pattern is suggested for Grade-A and Grade-B colleges respectively it is useful to mention here that Grade-C colleges could be maintained with the personnel proposed by Enam Committee.

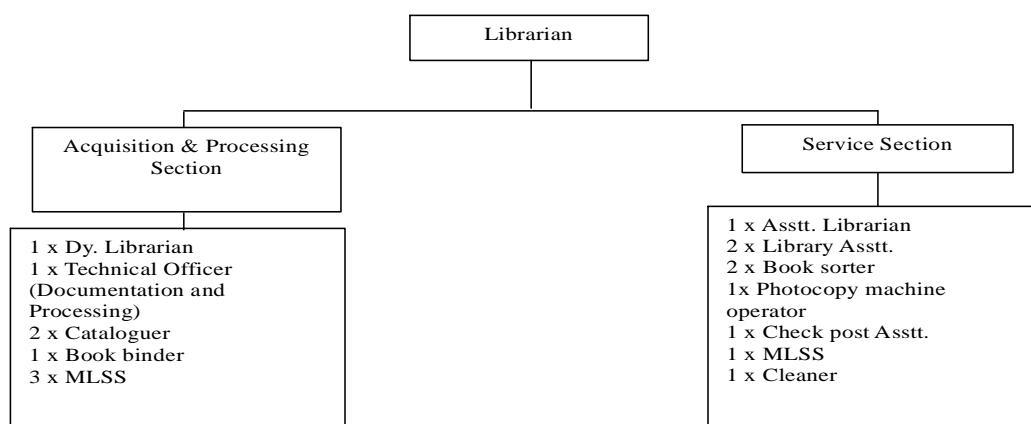### Proposed Model for College Library Personnel in Bangladesh

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                          ┌──────────────┐
                          │  Librarian   │
                          └──────┬───────┘
              ┌──────────────────┴──────────────────┐
   ┌──────────────────────┐              ┌──────────────────┐
   │ Acquisition & Processing │          │  Service Section │
   │        Section        │              └──────────────────┘
   └──────────────────────┘
```

1 x Dy. Librarian
1 x Technical Officer (Documentation and Processing)
2 x Cataloguer
1 x Book binder
3 x MLSS

1 x Asstt. Librarian
2 x Library Asstt.
2 x Book sorter
1x Photocopy machine operator
1 x Check post Asstt.
1 x MLSS
1 x Cleaner

### Chart 1: Staff pattern for Grade A College Libraries

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                          ┌──────────────────┐
                          │ Deputy Librarian │
                          └────────┬─────────┘
              ┌────────────────────┴────────────────────┐
   ┌──────────────────────┐                ┌──────────────────┐
   │ Acquisition & Processing │            │  Service Section │
   │        Section        │                └──────────────────┘
   └──────────────────────┘
```

1 x Technical Officer (Documentation and Processing)
1 x Cataloguer
1 x Book binder
2 x MLSS

1 x Asstt. Librarian
2 x Library Asstt.
1 x Book sorter
1 x Photocopy machine operator
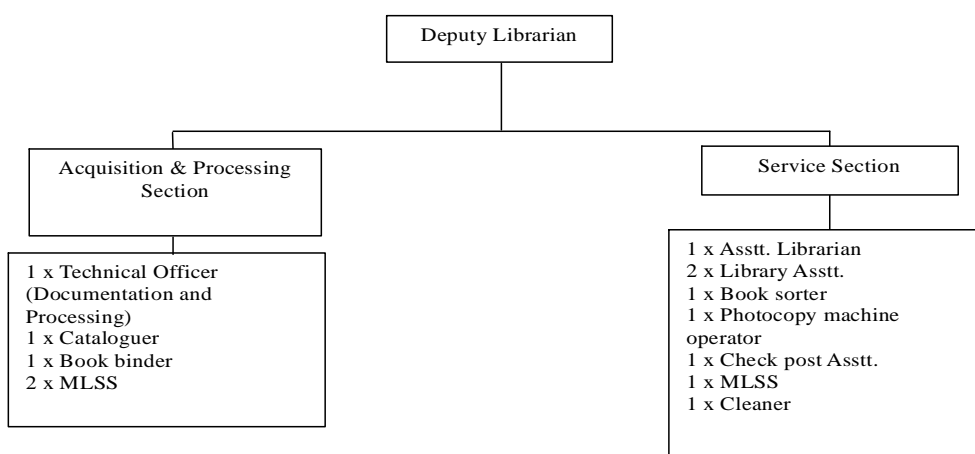1 x Check post Asstt.
1 x MLSS
1 x Cleaner

### Chart 2: Staff Pattern for Grade B College Libraries

**Table 7: Detailed Description Of Required Manpower For Grade- A And Grade- B Colleges**

| Sl. No. | Name of post | Grade No. | Age Limit | Qualification & experience |
|---|---|---|---|---|
| 1 | Librarian | 6 | 45 years | a) M. Phill. / Ph. D. in Library and Information Science.<br>b) Should have 15 years of working experience in libraries as BCS cadre<br>c) Should have at least five articles in reputed local or foreign journals<br>d) Sound knowledge in computer hardware and software with current ICTs |
| 2 | Deputy Librarian | 7 | 40 years | a) Masters with Honours in Library and Information Science.<br>b) Should have 10 years of working experience in libraries as BCS cadre<br>c) Should have at least two articles in reputed local or foreign journals<br>d) Sound knowledge in computer hardware and software with current ICTs |
| 3 | Assistant Librarian | 8 | 35 years | a) Masters with Honours in Library and Information Science.<br>b) Should have 5 years of working experience in libraries as BCS cadre<br>c) Should have at least one article in any reputed local or foreign journals<br>d) Computer literacy is a must |
| 4 | Technical Officer | 9 | 18-30 | a) Masters with Honours in Library and Information Science.<br>d) Computer literacy is preferable |
| 5 | Cataloguer | 10 | 18-30 | a) Graduate with Diploma in Library and Information Science<br>b) Good command in computerized cataloguing |
| 6 | Library Assistant | 13 | 18-30 | a) Graduate with Diploma in Library and Information Science<br>b) Computer literacy is a must |
| 7 | Book Sorter | 15 | 18-30 | HSC with 6 months certificate course in Library and Information Science |
| 8 | Photocopy Machine Operator | 18 | 18-30 | SSC with practical knowledge in Photocopy Machine Operation |
| 9 | Check post Assistant | 18 | 18-30 | SSC |
| 10 | Book Binder | 19 | 18-30 | SSC with practical knowledge in book binding |
| 11 | MLSS | 20 | 18-30 | Class eight pass |
| 12 | Cleaner | 20 | 18-30 | Class eight pass |

**Table 11: Job Description for the Said Posts**

| Sl. No. | Name of post | Job description |
|---|---|---|
| 1 | Librarian | Librarian will be the administrator of the Grade-A colleges' libraries. Specially the broad functions for which the librarian is responsible include the following:<br>- Planning the physical arrangement of the library layout<br>- Preparing budget<br>- Contributing to and rendering editorial assistance with organization publication<br>- Attending organization meetings, research conferences, seminars etc.<br>- Preparing annual reports to management concerning library activities and future plan<br>- Inter library loan<br>- Conducting library education<br>- Monitoring library activities |
| 2 | Deputy Librarian | His duties and responsibilities will cover<br>- Assisting the librarian in planning the physical arrangement of the library layout<br>- Assisting the librarian in budget preparation<br>- Assisting the librarian in selecting personnel<br>- Selecting personnel and organizing duties<br>- Maintaining all correspondence<br>- Underlying plan for stock verification and weeding<br>- Distributing function among personnel |
| 3 | Assistant Librarian | He is responsible for those functions of the library that are delegated to of vested on him by the Deputy librarian. Additionally it is his duty to be in charge of the whole operation in the absence of the librarian.<br>- Supervising readers' services<br>- Handling reference requests<br>- Supervising reprographic activities and taking continuous account of the income from reprography, overdue etc. |
| 4 | Technical Officer | His duties include<br>- Executing or supervising literature search<br>- Supervising of classification and cataloguing of different reading materials<br>- Supervising the task of stock verification |
| 5 | Cataloguer | The cataloguer will responsible for the complete process of preparing books for placement on the shelves and for making the card catalogue. If demand arises for the preparation of automated catalogue he will have to perform the whole operation under the supervision of the technical officer. |
| 6 | Library Assistant | He may assign the task of routing periodicals, attending circulation desks, and he is mostly responsible to know the exact location of books and other reading materials. |
| 7 | Book Sorter | His/her duty will be to arrange books on the shelves exactly and replacing books on the shelves after use. |
| 8 | Photocopy Machine Operator | His/her function will be to make copies of different reading materials according to user demand. |
| 9 | Check post Assistant | Maintaining the deposit counter where students keep there bags and thereby protecting the library from book theft by checking users at the entrance. Protecting outsider from entering into the library. |
| 10 | Book Binder | Binding of torn books |
| 11 | MLSS | MLSS is bound to carry the command his or her super ordinates. |
| 12 | Cleaner | Cleaner's duty will be to clean up the reading materials, shelves, desks, floors and assigned work by the library in charge |

## 7.    Conclusion

The responsibility to upgrade the status or prestige of the library profession rests not solely upon government or library leaders but upon the professional attitudes and performance of the librarians themselves. Any librarian who wishes to have a satisfactory career must develop and grow on the job. He must not feel that his work is done, and no more reading or training is required after attainment of MA degree. He/she must continuously be alert to library trends and should have reading habit that falls widely in all fields. He should join and become an active participant in local, special and national professional organizations. The govt. should also take required initiative to enhance the standard of govt. college library personnel of Dhaka city as well as of all colleges of the country

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