

Present State of ICT Application in the College Libraries of Bankura Subdivision W.B.: A Study

Nimai Chand Saha

Chitta Ranjan Sain

Mrittunjoy De

Abstract

This paper trying to find out the present state of the automation and the application of IT in the light of the problem and prospects of college libraries of rural area of Bankura Subdivision under the District of Bankura, West Bengal. It is suppose that the users of academic community start the library access from their college education. Therefore, it is very much essential to pay enough attention for the development of the automation system in the libraries of the College even of the rural areas. In this juncture, the paper attempts to find out the problems of the building of automated college library services. Finally, on the basis of the questionnaire and interview some suggestions or guidelines are provided at the end of the paper for the development & implementation of the automation and E-awareness program.

Keywords: Academic Library, College Library, Information & Communication Technology (ICT).

1. Introduction

The story of civilization indicates that libraries have been an essential part of civilized society. These came into being to serve the needs of the society. Their form, character, purpose, functions and services have been determined by the needs of the society served by it. The libraries played an important part in the social, political, economic and cultural development of the society. These have a significant role in the preservation and advancement of culture; formal and self education; and reading material and other documents to handicapped readers to alleviate their miseries; assisted disadvantage numbers of society to gain rightful place in society; helped businessmen to improve their business; assisted decision makers, researches, students and other members of society in achieving their goals.

The modern trend of education is to develop a thinking individual who should prove to be a self-reliant person in every walk of life. Such a kind of thinking individual can be created only if he is initiated into the channels, which lead him in right directions for proper development of his mind. This can be achieved by wide reading which is sure to lead him to form his independent judgment of the problems facing him. "A library is the key to the knowledge of the world and a librarian is properly called the matchmaker of the beautiful bride – the book and the curious bridegroom – the reader."

2. Academic Libraries

Academic libraries may be divided in three types i.e. School, College, and University. Prof. D.S. Kothari in the Education Commission Report (1964-66) described the academic function of the college library

in India as "The library should provide library facilities and services necessary for success of all formal programmes of instruction, open the door to the wide world of books that lies beyond the boundaries of one's own field of qualifications and bring books, students and scholars together under conditions which encourage reading for pleasure, self discovery, personal growth and the sharpening of intellectual curiosity. The staff should be able to convert the library into an intellectual workshop and should along with teachers be in a position to teach with books.

3. Academic Library System and its Development

The academic library system postulates that there should be library-oriented education in school, colleges and universities. S.R. Ranganathan suggested this to the UGC after its establishment in 1953 when the development of university and college library system in the country was recommended. By and large, a college library is an administrative unit of the college and not an academic unit like a teaching department. This is not conducive to the fulfillment of the library system in colleges in India to provide condition that make library service effective even though Ranganathan stressed the need for development of academic library system in the fourth five year plan in 1970. There is now a need for perspective planning to recognize the college library system after studying its objectives and the role of a university library to provide common service to the constituent colleges. The college library system should be viewed as a network of local, university and national libraries forming an integral part of the academic library system.

4. College Library

In general, a college library is regarded as an institution of higher learning, which usually offers a three years or a four years course after school leading to a bachelor's degree. Some of the larger colleges also offer courses leading to master degree. and some where research, but, usually research takes place at universities. But in this study non of the colleges offers research.

4.1. Objective of a College Library

A college library must fulfill the following basic needs to support the teaching, research and study requirements of the academic community, if it is to be a place of intellectual workshop:

- (i) A clearly formulated code of policy of governance in an official document issued by the university to which the college is affiliated.
- (ii) A clear statement, which governs the relationship of the librarian and the other components of the college, like the faculty community and provides appropriately shared responsibility and activity among them.
- (iii) Recognition of library as an academic development of the college-imparting library centered education to students as well as an academic information center with academic activities including library-based teaching.

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- (iv) Academic status to library personnel in accordance with the nature of their work.
 - (v) Perception of minimum qualifications for each category of library staff.
 - (vi) Nature and composition of the library communities and their functions.
 - (vii) Doing away with the tradition of having a member of the teaching staff as professor in-charge of the library and making the librarian directly responsible to the principal.
 - (viii) Provision of adequate funds to secure minimum expenditure on books on the basis of some recognized optimum per capita standard.
 - (ix) Recognition of the librarian and his deputies as members of the teaching staff and their obligation to impart library orientation use instruction to students in the library class.
 - (x) Setting norms and standards for library building and the furniture, library forms and stationary, staff length, book budget, book collection, technical processing and library services.

To fulfill the above objectives each and every facet of the college in general e.g. Authority, Teachers, Staff, Library professionals and students should have to take equal responsibility, as because it is a team game.

5. Bankura Sub-division

Western subdivision of the district, lying between 22°38'2" and 23°38'2" North and between 86°36'2" and 87°25'2" East, with an area of 1921 square miles. [1] The sub-division is bounded on the north by the river Damodar, which separates it from Burdwan, on the south by Midnapore and on the east by Bishnupur Subdivision and on the west by Manbhum. It is composed of undwelling country covered with many places with scrubby jungle, coppise wood and rocky boulders. The soil is mainly laterite and sub-soil water is found at a depth of 30 to 50 feet, after impinging on hard solid rock. To the east it merges in the alluvial plain, but to the west the surface is more irregular, the undulations become more marked and numerous low jungle-clad hills occur e.g. Susunia, Biharinath, Masak, Koro etc. The Principle Rivers are the Damodar on the north, the Dhalkisor (Darakeswar) and the Gandheswari, the Sali, the Silai and the Kasai, which flow through south of the subdivision. The rivers are flooded only in rainy season.

The population of the subdivision is about 11,36,557. [7] The density of population is not great, for the subdivision which lies on the bridge of the Chhota Nagpur Plateau and is less fertile, and is about 452 persons to the square Km. [9] It contains 4069 villages and one town, Bankura, the headquarter of the District. In a nutshell it can be stated that this district is one of the backward district of West Bengal. [6] Within the district the Eastern part is completely differ than the western in all its spheres. Schedule caste and schedule tribes are the main composition of population. Agriculture is main occupation, which is completely depended on

the monsoon. It is also an industrially backward area through the "Durgapur Asansol" industrial complex is very near to it. But it has a glorious cultural and educational heritage on its own.

5.1. Some Important Data of Bankura Subdivision

| | | | |
|----|------------|---|---------------------------------------|
| 1. | Area | - | 2615.06 Sq.Km. |
| 2. | Population | - | 1276512 Male - 654635 Female – 621877 |
| 3. | Density | - | 488 / Sq.Km. |
| 4. | Literacy | - | 63 % Male - 76.7% Female – 48.7% |
| 5. | Sex Ratio | - | 948 (in 1000 males) |

5.2 Education

General Education

| | | | |
|----|--|---|------|
| a. | No. of Primary School | - | 1341 |
| b. | No. of Junior High School | - | 32 |
| c. | No. of High School | - | 111 |
| d. | No. of Higher Secondary School | - | 47 |
| e. | No. of Academic College | - | 8 |
| f. | No. of Special Non formal education center | - | 1352 |
| g. | No. of Family Welfare Center | - | 191 |
| h. | No. of Public Rural Library | - | 50 |
| i. | No. of district library | - | 1 |
| j. | No. of Town Library | - | 1 |
| k. | No. of free reading room | - | 52 |
| l. | No. of mass literary center | - | 1066 |

4.3 College Libraries in Bankura Subdivision

| S No. | Name of the College | Address |
|-------|--|--|
| 1. | Bankura Christian College | P.O. & Dist. -Bankura, Pin 722101. |
| 2. | Bankura Sammilani College | Vill & P.O. -Kenduadihi Dist. - Bankura, Pin -722102 |
| 3. | Bankura Zilla Saradhamoni Mahila Mahavidyalaya | P.O. & - Dist. -Bankura, Pin - 722101. |
| 4. | Borjora College | P.O. & P.S. Borjora Dist. - Bankura, Pin -722202. |
| 5. | Jamini Roy College | P.O. & P.S. - Beliatare Dist. - Bankura, Pin -722203. |
| 6. | Gobinda Prasad Mahavidyalaya | P.O. - Amarkanon, P.S. - Gangajalghati, Dist.-Bankura. |
| 7) | Saltora Netaji Centenary College | P.O. - Saltora Dist. - Bankura, Pin - 722158. |

6. Objective of the Study

- (i) To identify the users strength as individual college library.
- (ii) To identify the number and technically sound LIS professionals in the college libraries.
- (iii) To identify the collection developments of Books and Journals in print and electronic formats.
- (iv) To identify the budget provision of the library and allotment of the funds.
- (v) To identify the ICT infrastructure of the college libraries.
- (vi) To identify the status of the automation process and its policy.
- (vii) To know the job satisfaction and status of the Library professionals.
- (viii) To provide suggestion for the betterment of library automation and over all development.

7. Methodology

The methodology has the wider sense in compare with the methods; otherwise method is a component of methodology. Methodology helps to formulate the design of research work. There are so many methods of data collection e.g. survey, observation, questionnaire, schedule, interview etc. In this study we have applied questionnaire-cum-interview method. During data collection through questionnaire we conducted interview in few cases for enhancins the study and stransthing the. For conducting the college library study, we selected the college libraries of Bankura Sub-Division and the population of the area as sample.

The study is conducted on the basis of questionnaire method. A suitable questionnaire was prepared consisting of 7 parts, each part deals with the following aspects;

- A. About the College & its Libraries
- B. About users strength
- C. About the Library professionals
- D. About the Library Space
- E. About the ICT infrastructure
- F. About the Library finance
- G. Collection development of the libraries

The respondents answered to each of the questions belonging to the above categories and were further analyzed and calculated for the purpose of study.

7. Data presentation and Analysis

| Name of the college(s) | Found- -ation Year | NAAC Accreditation | Courses offered | | |
|--|--------------------------|-----------------------|-----------------|---------|-------------|
| | | | UG level | | PG level |
| | | | Hons. | General | |
| Bankura Christian College | 1903 | B+ | 15 | 15 | 02 |
| Bankura Sammilani College | 1948 | B | 14 | 17 | NIL |
| Bankura Zilla Saradmoni Mahila Mahavidyapith | 1975 | B+ | 10 | 14 | NIL |
| Borjora College | 1985 | Not Yet done | 05 | 07 | NIL |
| Jamini Roy College | 1986 | Not Yet done | 03 | 07 | NIL |
| Gobinda Prasad Mahavidyalaya | 1985 | Not Yet done | 03 | 07 | NIL |
| Saltora Netaji Centenary College | 1997 | Not Yet done | 03 | 06 | NIL |

Table: 1 Shows Basic Data of the Different College's

From the table above it is seen that Bankura Christian College is the oldest (1903) college of this subdivision and accredited by NAAC with 'B+' grade and offering both UG (15 subjects) and PG (2 Subjects). Out of the seven college of this subdivision only three accredited by NAAC. The junior most college of this subdivision is Saltora Netaji Centenary College and was founded in the year 1997.

| Name of the college(s) | Number of Teaching Staff | | Number of Library Professionals | Number of Non-teachings staff | |
|--|--------------------------|-----------|---------------------------------|-------------------------------|------------|
| | Full-Time | Part-Time | | Perman ent | Tempor ary |
| Bankura Christian College | 62 | 15 | 02 | 27 | 10 |
| Bankura Sammilani College | 20 | 11 | 03 | 20 | 08 |
| Bankura Zilla Saradmoni Mahila Mahavidyapith | 17 | 16 | 01 | 15 | 16 |
| Borjora College | 08 | 10 | NIL | 13 | NIL |
| Jamini Roy College | 07 | 12 | NIL | 15 | 02 |
| Gobinda Prasad Mahavidyalaya | 09 | 04 | NIL | 12 | 01 |
| Saltora Netaji Centenary College | 08 | 24 | NIL | 04 | 01 |

Table: 2 Showing Present Staff Position of the Different College

From the table above it is seen that most of the colleges depend on the part time staff both in teaching and non-teaching category. It is surprising enough that the four college libraries of this subdivision are running without library staff. Therefore, it is easy to foresee the condition of the libraries of the concerned colleges in this electronic era.

| Name of the college(s) | Students | Teachers | Staff | Total |
|---|----------|----------|-------|-------|
| Bankura Christian College | 2640 | 79 | 37 | 2756 |
| Bankura Sammilani College | 2000 | 33 | 28 | 2051 |
| Bankura Zilla Saradamoni Mahila Mahavidyapith | 1250 | 38 | 31 | 1301 |
| Borjora College | 350 | 18 | 13 | 381 |
| Jamini Roy College | 560 | 19 | 17 | 596 |
| Gobinda Prasad Mahavidyalaya | 800 | 13 | 13 | 826 |
| Saltora Netaji Centenary College | 500 | 32 | 05 | 537 |

Table: 3 Showing total users strength of the different college libraries

From the table above it is seen that the number of registered members of respective colleges are highly satisfactory beyond capacity. From oral discussion it is also disclosed that most of the students, teachers and staff of the college have library membership. The fact is represented with the Fig. 1 below.

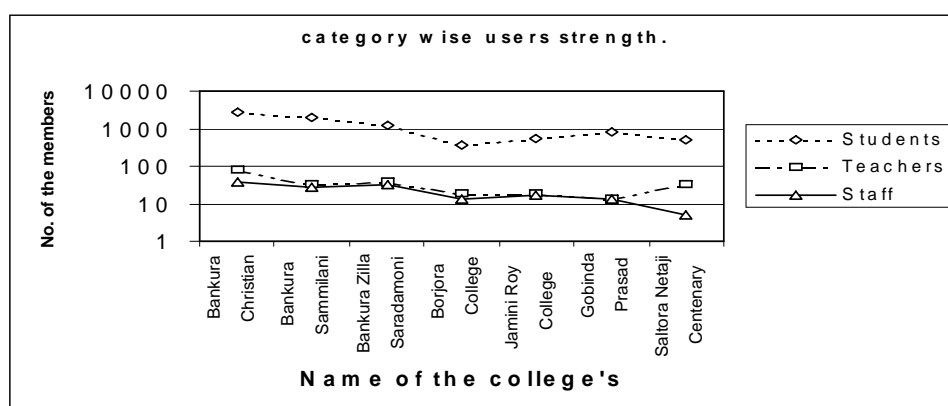


Figure: 1 Showing category wise users strength.

| Name of the college(s) | Librarian | Asst. Librarian | Clerk | Lib. Attendant | Person | Total |
|--|-----------|-----------------|-------|----------------|--------|-------|
| Bankura Christian College | 01 | 01 | 01 | -- | 01 | 04 |
| Bankura Sammilani College | 02 | 01 | | 02 | | 05 |
| Bankura Zilla Saradmoni Mahila Mahavidyalaya | 01 | -- | 01 | 01 | -- | 03 |
| Borjora College | -- | -- | 01 | -- | 01 | 02 |
| Jamini Roy College | -- | -- | -- | 01 | 01 | 02 |
| Gobinda Prasad Mahavidyalaya | -- | -- | 01 | -- | -- | 01 |
| Saltora Netaji Centenary College | -- | -- | -- | -- | 01 | 01 |

Table: 4 Present Library staff position in the respective college's

From the table above it is seen that, only three colleges have library professionals with LIS background & technical knowledge of the subject. But the picture is quite reverse in case of other four libraries where libraries are running either without LIS professionals or with the general staff, qualifying graduate or less than that.

| Name of the college(s) | Stack room (Sq. ft.) | Periodical section (Sq. ft.) | Lending section (Sq. ft.) | Reading room (Sq. ft.) | Sitting capacity in reading room |
|--|----------------------|------------------------------|---------------------------|------------------------|----------------------------------|
| Bankura Christian College | 1750 | -- | 24 | 770 | 70 |
| Bankura Sammilani College | 1500 | 500 | 400 | 900 | 60 |
| Bankura Zilla Saradmoni Mahila Mahavidyalaya | 2800 | 225 | 75 | 400 | 30 |
| Borjora College | 1600 | -- | 24 | 1400 | 50 |
| Jamini Roy College | 1200 | -- | 20 | 300 | 30 |
| Gobinda Prasad Mahavidyalaya | 600 | -- | 20 | 30 | 30 |
| Saltora Netaji Centenary College | 1200 | -- | 15 | 1500 | 60 |

Table: 5 Section wise Area of the Library building

From the table above it is seen that most of the college libraries have sufficient library place. Though some college suffer from acute shortage of the different section. But, most of the libraries suffering from proper planning for the library building. The fact is represent with the help of the Fig. 2 below.

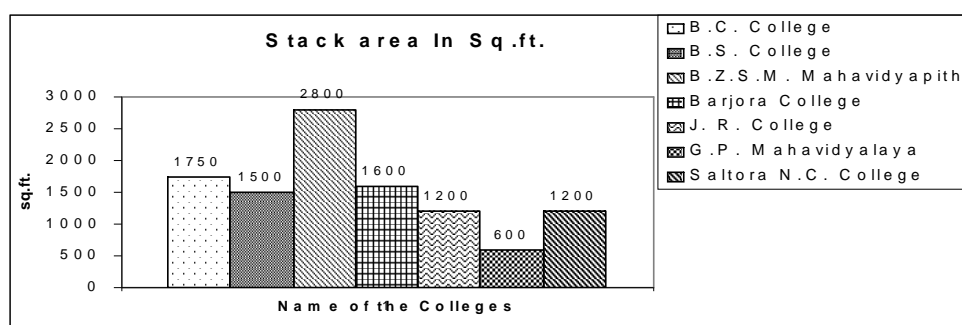


Figure: 2 Floor space of the different college libraries

| Name of the college(s) | Source & amount of Fund | | | Allotment of Fund | | | |
|--|-------------------------|-----------------------|--------|-------------------|----------|---------|--------|
| | UGC | Colleg e/ State Govt. | Total | Books | Journals | Oth ers | Equip. |
| Bankura Christian College | 300000 | 69339 | 369339 | 250000 | 11000 | 7500 | 30000 |
| Bankura Sammilani College | 100000 | 240000 | 340000 | 240000 | 100000 | | -- |
| Bankura Zilla Saradmoni Mahila Mahavidyapith | 52000 | 35000 | 87000 | 52000 | | 35000 | |
| Borjora College | 225000 | -- | 225000 | 150000 | 75000 | | |
| Jamini Roy College | 208000 | 39660 | 247660 | 233000 | | | 14660 |
| Gobinda Prasad Mahavidyalaya | 918080 | -- | 918080 | 568080 | | | 35000 |
| Saltora Netaji Centenary College | -- | 80000 | 80000 | 80000 | | | -- |

Table: 6 Sources of fund and its allocation for the year 2006-07

From the table above it is seen that the sources and amount of fund of the different college are not so enough as per the requirement. More over most of the colleges have lacks logistic approach for the allotment of the fund for the different sections of the library. Further, from oral conversation it has been found that most of the college authority allotting the fund without informing the library professionals in a casual way. fig. 3 represents th budget of the libraries.

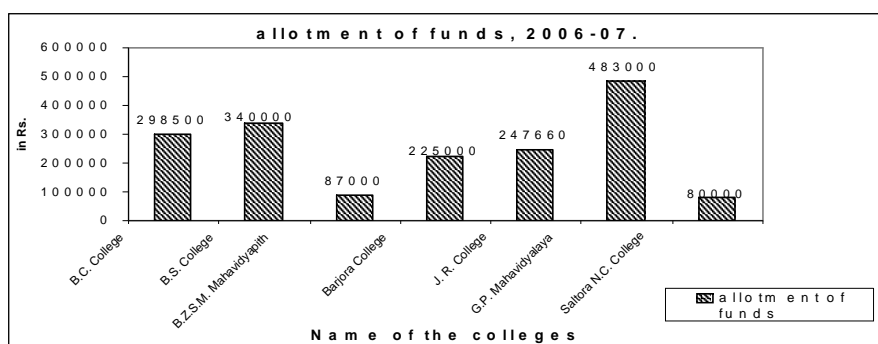


Figure: 3 Showing the Fund Received by the College's for their library.

| Name of the college(s) | No. of PC(s) | Data Entry done | Data entry done by | Software Used | Training of the Library Professionals | UGC Info net Membership | N.R.C |
|--|--------------|-----------------|--------------------------|---------------|---------------------------------------|-------------------------|----------------|
| Bankura Christian College | 05 | 95% | Person having LIS degree | SOUL | NO | NO | NO |
| Bankura Sammilani College | 02 | 90% | In house professionals | SOUL | YES | NO | NO |
| Bankura Zilla Saradmoni Mahila Mahavidyalaya | 03 | 90% | Software agency | SOUL | NO | NO | Yes (Fee base) |
| Borjora College | NIL | NIL | -- | -- | -- | -- | -- |
| Jamini Roy College | NIL | NIL | -- | -- | -- | -- | -- |
| Gobinda Prasad Mahavidyalaya | NIL | NIL | -- | -- | -- | -- | -- |
| Saltora Netaji Centenary College | NIL | NIL | -- | -- | -- | -- | -- |

Table: 7 ICT Infrastructure and Progress of Automation

From the table above it is seen that only three colleges have taken some initiatives to automate the libraries and interestingly only one of the library professionals out of all the three have received formal training on the automation software package. Only one college has the Internet browsing

facility for the students with limited scope on fee based. Steps for automation was not sen in other.

| Name of the college(s) | P-Collection | | | | E-Collection | | |
|--|--------------|-------|-----------|-------|--------------|------------|----------|
| | Books | | | | Journals | Books (CD) | Journals |
| | Text | Ref. | Book Bank | Total | | | |
| Bankura Christian College | 27088 | 11516 | 4172 | 42776 | 25 | 20 | -- |
| Bankura Sammilani College | 25317 | 9492 | 1600 | 36409 | 17 | 100 | -- |
| Bankura Zilla Saradmoni Mahila Mahavidyapith | 13500 | 3520 | 2700 | 19720 | 12 | 07 | -- |
| Borjora College | 7304 | 235 | 130 | 7669 | 04 | -- | -- |
| Jamini Roy College | 7640 | 1200 | -- | 8840 | 04 | -- | -- |
| Gobinda Prasad Mahavidyalaya | 5840 | 1460 | 1200 | 8500 | 06 | -- | -- |
| Saltora Netaji Centenary College | 4150 | 400 | -- | 4550 | 01 | -- | -- |

Table: 8 Collection development of the individual libraries.

From the table above it is seen that print collection of books is mostly satisfactory while print journal is at some extent. But the picture is not so good regarding the e-collection of books and journals. Fig. 4 shows the collection status of the library.

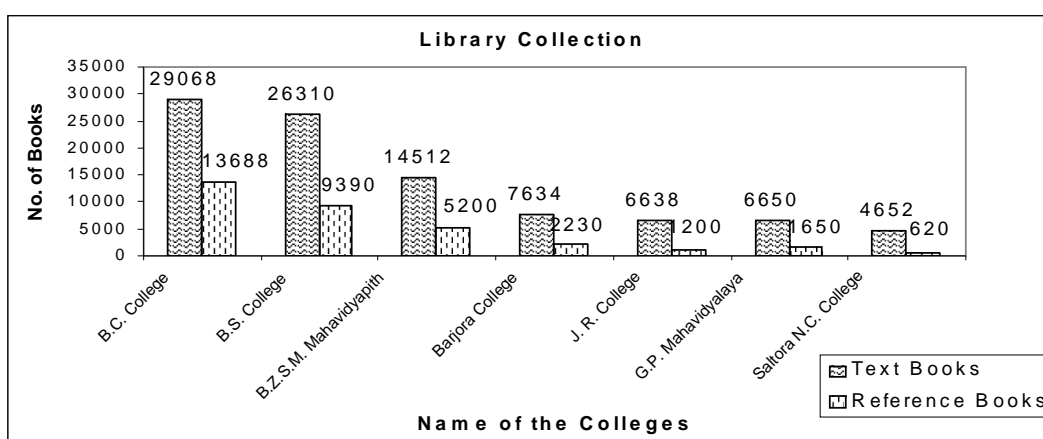


Figure: 4 Showing Library Print Book Collection.

9. Findings

- (i) The student's strength of the district town college is higher than the colleges in the rural areas.
- (ii) The students of rural area colleges have not ample scope for studies according to their choice and also have not the adequate facilities.
- (iii) Some of the colleges have libraries building but it is not a planned building.
- (iv) All the college libraries lack different technical sections.
- (v) Most of the college library lacks. Reference collections and mostly filled with textbook collection.
- (vi) Library lacks collection of the learned periodicals and mostly competitive magazines are available.
- (vii) The collections of non-book materials like CD/Cassettes are very few.
- (viii) Libraries main source of finance.
- (ix) U.G.C. budget is not regular to the library.
- (x) State Govt. Budget is also not so adequate.
- (xi) Most of the college libraries incurred maximum amount of funds in purchasing the books only. Part of the funds are allocated for other materials and equipment.
- (xii) There is no sound policy for the allotment of the fund. There is no scope (in some college) to place the opinion of the library professionals to the over all library matter including fund allotment, book selection and acquisition, furniture and building development etc.
- (xiii) The number of racks and almirah for shelving of documents are not as per requirement and the structure of the same are not so hygienic.
- (xiv) The ICT infrastructure is not so adequate in the library.
- (xv) The library automation policy is not defined.
- (xvi) The library lacks skilled man power for automation.
- (xvii) Library lacks policy for purchasing of books and periodicals.
- (xviii) Due to lack of professional status the library personnel are demoralized to perform their regular duties in efficiently and actively. In course of exchanging views regarding their regular library operational activities, they opined that the librarianship is a "state less status thankless job".
- (xviii) The library fails to ensure the proper utilization of the available resources as the authority does not rendering due value to the librarian / assistant librarian / LIS professionals etc.

10. Suggestions

- (i) The Govt. should take care the development of colleges, so that students may avail maximum opportunity of education at a minimum cost.

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- (ii) The college libraries should get the separate building and it must follow the library-building plan of modern library.
 - (iii) Proper and regular allotment of budget should be made to the library by state govt. and UGC.
 - (iv) A collection development policy should be formed for the library for print and electronic formats.
 - (v) The libraries policy should also be acquire learned periodicals of nationals and international reput on subject including for the enter tainment.
 - (vi) Library standards should be followed for buying library furniture.
 - (vi) Lion share of the fund should be devoted for the development of the ICT infrastructure.
 - (viii) Automation policy should be formed with expert opinion.
 - (ix) On the basis of the library software purchases, required scope is to be opened to the Library professionals for the efficient implementation of the automation work.
 - (x) Concrete policy to be introduced for total automation programme for retrospective conversion work.
 - (xi) Consider for campus-wide LAN.
 - (xii) UGC INFONET membership is to be taken without any delay.
 - (xiii) E-awareness programme for the students should be organized at a regular interval.
 - (xiv) User attaction policy towards library should be adopted with subscriptions various library collection such as CD, DVD, Cassete, Map, and Globe etc.
 - (xv) Necessary action is to be introduced to improve the E-reference services as well as vocational guidance cell.
 - (xvi) Network Resource Center (NRC) i.e. the facilities of browsing Internet, e-mail, is to be opened to the students without any fee, if necessary to charge any fee then should be considered as minimum as possible.
 - (xvii) For the cost of the ICT infrastructure special grant may be allotted by the funding authority.
 - (xviii) The opinion and experience of librarian / asst. librarian should be given due attention for taking any sorts of decision related to the library development.
 - (xix) Amount of fund (UGC / State Govt.) is to be increased after considering the perspective of rising students' enrolment in the colleges, rising tendency of pricing of books, the change of syllabi, and the frequent changes of Information Technology.
 - (xx) Vacant post of library should be filled on priority basis with skilled manpower having knowledge on LIS and IT.

11. Conclusion

College library holds a distinctive position as its services, organization and administration and also significantly contributes to the realization of the objective of college education. The librarian must be prepared to exploit resources by providing information and subject matter at the right time and a suitable level and help the teachers and pupils. Due to the Population, Information, Language, Knowledge and Technological explosion it is inevitable for the application of IT for the Collection, Organization, Storage and Dissemination of information to the clientele as per their requirement. Moreover, in this electronic era there is no difference among the education i.e. rural and urban. So, to build up the stout nation and educated society, authority should have to take necessary for the revival of the library services. Now, the library services shifted towards E-library services. But due to some common obstruction in the library services fails to satisfy the demand of the users community. Already, Govt. and also UGC has introduced some initiatives for the reorganization of the better library services.

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11. Appendix

Questionnaire

A. About College

1. Name of the college with address:
2. Year of establishment:
3. Whether accredited by NAAC: Yes / No.
 - 3.1. If Yes, Mention the Grade:
4. Courses offered: UG (Hons / General) / PG
 - 4.1. Hons. Subjects (with intake capacity):
 - 4.2. P.G. Subjects (with intake capacity):

B. Users strength

5. Number of student registered as library members during the session 2007-08

B.A.: MA:

B.Sc.: M.Sc.:

B.Com: M.Com:

6. Number of teaching staff:
 - a. Full time:
 - b. Part time:
7. Number of non-teaching staff:
 - a. Full time:
 - b. Part time:
8. Is there any shift system: (Morning / Day / Night)
(Give the tick mark)

C. About the Library professionals: -

9. Name of the librarian:
10. Number of library staff:
 - 10.1. Categorically: a) Male:
 - b) Female:
11. Staff pattern of the college library:
- 11.1. Description of the existing staff of the library: (In hierarchical order)

| <u>Sl.No.</u> | <u>Designation</u> | <u>Number</u> | <u>Qualification</u> | <u>Pay Scale</u> |
|---------------|--------------------|---------------|----------------------|------------------|
|---------------|--------------------|---------------|----------------------|------------------|

- 1.
- 2.
- 3.
- 4.

- 11.2. Do you think that the staff pattern is satisfactory: Yes / No

D. About the Library Space: -

12. Total Library space (sq.ft.):
 - 12.1. Space for stack room:
 - 12.2. Space for periodical section:
 - 12.3. Space for lending section:
 - 12.4. Space for technical section:
 - 12.5. Space for reading room:
 - 12.5.1. Number of accommodation of students in the reading room:
13. Library service hours:

E. About the ICT infrastructure

14. No. of PC in the Library for Library use:
15. Whether there is any LAN connection: Y / N
16. Whether the library is : Fully automated / Partially automated /Not automated.
If, Fully or Partially Automated:
 - 16.1 Name of Library software:
 - 16.2 amount of data entry completed:
 - 16.3 data entry done by: Library staff / Software agency / students of LIS faculties.
 - 16.4 Whether all modules are started: Y / N
17. Whether there is any NRC: Y / N
 - 17.1 If Yes, whether it is : Fee based / Free of cost

F. Library finance: -

18. Source of fund: State Govt. / U.G.C. / Other sources.
19. Amount available in the year 2006-2007:

-
- 19.1. Categorically:
- a) State Govt.grants:
 - b) U.G.C.grants:
 - c) Other sources:
20. When any library grants received by the college, does it properly informed to the librarian:
Yes / No
- 20.1. If yes, regularly / irregularly
21. Method of allotments of funds: as per standing internal rules / not as per any rules.
- 21.1. Allotment of funds Categorically:
- a) For books
 - b) For Journals
 - c) For Newspaper
 - d) For binding
 - e) For IT development & automation process and
 - f) Library Stationeries.
- G. COLLECTION DEVELOPMENT OF THE LIBRARIES
22. Document strength: Total no. of documents:
- 22.1. Categorically: a) Number of books in general library:
- b) Number of books in Book Bank:
 - c) Number of gift books:
 - d) Number of books from other sources:
 - e) Number of CDs/Cassettes etc.:
- 22.2.
- a) Total number text books:
 - b) Total number of reference books:
23. Number of Periodicals subscribing:
24. Is there any special collection? Yes / No
- 24.1. If Yes, please specify?

Signature of the librarian/ Asstt. Librarian with seal Date: -

About Authors

Mr. Nimai Chand Saha, Deputy Librarian, Visva-Bharati, Santiniketan, 731235, W.B.
E-mail : nimaichandsaha@yahoo.co.in, sahancdlvb2006@gmail.com

Dr. Chitta Ranjan Sain, Reader, D.L.I.S., B.U., Golapbag, Burdwan, 713104, W.B.

Mr. Mrityunjoy De, Ex-Student (M.L.I.S.), D.L.I.S., B.U., Golapbag, Burdwan, 713104, W.B.