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## **A SURVEY OF THE RESOURCES OF THE CFTRI LIBRARY, MYSORE\***

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### **A b s t r a c t**

*The report is based on the survey carried out during October 1971 to June 1972 about the availability of the resources in the CFTRI library. The Report highlights among others the necessity of undertaking the survey, its scope and limitations, the methodology adopted. It gives a brief history of the Parent Organisation—CFTRI and a general description of its library in terms of the holdings, services and activities. The core theme of the paper is to evaluate whether the available reading and informational materials in CFTRI library are adequate, current and useful to its readers. These three criteria have been applied separately and also collectively to all types of reading and informational materials adopting mainly opinion survey of readers, checklist method and also quantitative method. Besides presenting the results of the survey, a few suggestions have also been made on the collected data.*

### **I n t r o d u c t i o n**

In order to meet the basic needs of millions of people, in India many industrial research centres were established. As research cannot be done in isolation, it needs well equipped laboratory, trained personnel as well as an efficient library. Library, being an essential and inseparable organ of a research institution, has its immediate effect on the perform-

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\* The article is based on a Survey conducted in connection with a Project Report submitted to the University of Mysore for M Libs Sc examination in August 1972.

ance and effectiveness of the parent organisation, on the research activities of a country and in turn on national development. Resources of a library, i.e., reading and informational materials, are important factors which have major effect on the performance of a library. This survey is aimed at examining the nature of the collection, determining readers' requirements and lacuna in the collection, and whether the available documents in the CFTRI library are adequate, current, and useful for the readers in the light of objectives of the CFTRI and the needs of its staff.

#### **Need and importance of the survey.**

It is a known fact that in India speaking comparatively, special libraries are in better condition than any other type of libraries. But it is not enough if we merely say that our special libraries are in better position than other types of libraries like public libraries or academic libraries. Further, we have to assess the role of special libraries in the light of objectives of the respective parent organisations and the degree of satisfaction they give through their services to their readers.

The complexity in utilisation of the resources of a special library has been very much affected by several factors like 'information explosion', urgent and complex needs of users, limited financial and other resources, lack of trained personnel etc. All such factors make it necessary to survey the collected materials in the special libraries. Such a survey is also required in order to take policy and administrative decisions, to know whether the library is moving in the right direction, to convince the authorities of the usefulness of library services and to plan more accurately and intelligibly the acquisition and weeding programmes of the library.

The CFTRI is a unique institution of its kind in the entire South East Asia and it has completed more than two decades of its service. It was thought right to do a survey of the resources of the library attached to it in order to assess how far the library has been able to meet the requirements of the food scientists.

#### **Scope and limitations of the survey.**

1. This survey is confined to the examination of the nature of the collection of reading and information materials in the CFTRI library. Hence it does not claim to present a full picture of the CFTRI library covering all aspects. However, some peripheral aspects which exert influence on the nature of the resources have been considered here and there.

2. The survey is based on the opinions of 41.16% of the total

readers of the library. Whatever results are arrived at are therefore subject to the errors in sampling.

The use of the check-list method is confined only to a part of the collection of the library, and thus, recommendations made on this basis may or may not hold good for the entire collection.

4. As published standards for a special library, especially dealing with food technology are not available, certain norms and opinions of library experts have been considered for quantitative testing.

5. Lastly, the survey is limited to the available statistical data. For example, systematic data relating to years prior to 1960 are not completely available and therefore cannot be relied upon to that extent.

#### **Methodology**

In this survey, primarily, three methods have been adopted in order to adjudge mainly, adequacy, currency, and utility of the reading and informational materials. These methods are : (1) Quantitative method, (2) Check-list method, and (3) Opinion survey of readers. These have been so adopted to suit the prevailing conditions of the CFTRI library that in combination they yield a full picture of the resources of the library. In the quantitative method, the norms and opinions of library experts regarding special library have been tested and a quantitative adequacy of the collection of the CFTRI library has been determined. In the check-list method, checking of the holdings of the library against the references noted in the standard lists or bibliographies has been made in order to estimate the percentage of availability of primary and secondary documents in the library and to determine whether the library has acquired current scholarly publications in the field of food technology. Four such check-lists were compiled and used for this method. The justification of a library collection mainly depends on its use by the readers and as such the opinions the readers hold about its collection are important in assessing the resources of that library. Hence the opinion survey of readers has been made by adopting questionnaire method coupled with interview method.

In addition to the above discussed three primary methods, the following additional methods have also been adopted as supplementary methods : (1) Analysing the collection of the library by date of publication. This method has been applied only to periodical literature. (2) Examining the results of the previous surveys regarding the resources of the library. (3) Examining the statistics and reports of the library regarding (a) Circulation, (b) Inter-Library-Loan and photocopy transactions, (c) Library expenditure.

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### **Sample**

**Readers sample :** As it was not possible due to limitation of time and other administrative difficulties to reach the entire population of readers of the CFTRI library for the opinion survey, a sample of the readers was selected. Considering the total strength of the readers in each division of the CFTRI and number of readers in each category within a division, a proportionate simple stratified random sample of more than 60% was selected to distribute the questionnaire. The sample satisfied the following three qualities of a good sample: (1) *Sample should be adequate.* Out of the core population consisting of 430 readers a sample of 271 readers amounting to 63.02% has been selected. Of the 271 readers only 177 readers responded, i. e. the response percentage comes to 65.35% of the sample. However, in relation to the total population, the responded sample will be 41.16%. (2) *Sample should have relevance to the problem.* More emphasis has been given to readers directly connected with research work and those constantly using the library in order to get relevant answers regarding the collection of the library.

**Check-list sample :** The check-list sample for the present survey consists of three bibliographies appended to books and one ready-made bibliography. The selection of books containing the bibliographies has been done on the following two grounds; (1) Suggestions received from selected working scientists of the CFTRI. (2) Opinions of the library staff members. These suggestions and opinions were based, in turn, on two criteria, viz. (a) The number of times a book is used and/or the number of reservations made for a particular book, and (b) Recency of a book. It is therefore asserted that the above criteria have led to the selection of a representative and a relevant sample. As regards the adequacy of the sample it may be stated that a total number of 1620 references from four lists were chosen and to that extent the adequacy is limited mainly because of the time factor.

The above discussed readers sample and check-list sample are for opinion survey method and check-list method respectively. As far as quantitative method is considered, three sets of norms or opinions have been followed. These norms are those given by T. S. Rajagopalan<sup>1</sup>, G. E. Randall<sup>2</sup>, and J. S. Rippon and S. Francis<sup>3</sup>.

### **The CFTRI : A Brief History**

The Central Food Technological Research Institute, Mysore is one of the biggest laboratories functioning under the Council of Scientific and Industrial Research. The need for establishing a food technological

research institute in India was first felt by the Industrial Research Planning Committee. According to the suggestion of that Committee the matter was taken up by the Food Department. After considering the views of the provincial governments, the necessity for a central institute was agreed to. Accordingly a plan was prepared by Dr. B. C. Guha and Dr. Bashir Ahmed under the guidance of Shri S. S. Bhatnagar. The CSIR approved the proposal and sanctioned, in February 1948, Rs. 20,00,000 towards capital investment and Rs. 500,000 for recurring expenditure. Later the Institute was placed in "Cheluvamba Mansion", a palatial building in Mysore City, which was donated by the then government of Mysore together with the attached buildings, gardens, parks and a ground area covering about 150 acres. The Institute was in the planning stage till 1950. About 45 research workers were working and the Division on Biochemistry was the only division that existed at that time. The Institute was declared open by Sri C. Rajagopalachari on February 21, 1950<sup>a</sup>.

The Institute of Fruit Technology, which was temporarily shifted to Delhi after the partition of India, was amalgamated in 1952, with the CFTRI with the concurrence of the Ministry of Agriculture in 1952. Thus, the Institution had two divisions—Biochemistry and Fruit Technology. After a couple of years the Institution had the following eight divisions: Biochemistry and Nutrition, Food storage and Preservation, Food Engineering, Food Processing, Microbiology and Sanitation, Fruit Technology, Quality Control, and Food Information and Statistics. The number of divisions now has grown to about eighteen. Along with the Institute of Fruit Technology, the Diploma Course in fruit processing technology, etc. was also shifted to the CFTRI. This diploma course was converted into Associateship of the CFTRI in 1958. Later, in 1963, it was developed into a Master of Science degree course in Food technology of the Mysore University. In 1964, FAO instituted its International Food Technology Training Centre at the CFTRI for giving orientation course in food technology for scientists and industrialists of the South-East Asian region.

The objectives of the CFTRI are to help the nation to face challenges regarding food through systematic and continuous research; to improve and develop processes and techniques—all aimed at maximum conservation and efficient utilisation of food resources and thus augment the food resources, raise nutritional standards and improve the country's economy<sup>a</sup>.

The main functions of the CFTRI may be grouped as under:

1 *Research.* The CFTRI carries out systematic investigation on

(a) the properties of known and also of unfamiliar food materials and (b) practical problems relating to food processing and preservation, with particular reference to the conditions in India.

2 *Bench Scale Research to Large Scale Research* : The CFTRI has entered into the applied part of the research and is helping food industry to translate the results of its findings for commercial and other purposes.

3 *Dissemination function* : The CFTRI not only keeps in touch with the needs of industrialists and the laymen but also supplies information about its findings in the languages of industrialists and laymen by (a) giving consultancy service (b) issuing regular publications and (c) arranging workshops and exhibitions.

4 Testing and examination of food products of industry.

5 Assistance to ISI in formulating standards and specifications.

6 Patent inspection.

7 *Training programme* : The CFTRI not only conducts M. Sc. Food Technology course but also provides many *ad hoc* training facilities.

#### **The CFTRI Library**

When the CFTRI was in the planning stage, a qualified librarian was appointed and the library started functioning in the middle of 1949. An initial grant of about Rs. 300,000 was given to the library and with this fund, by the end of 1950, the librarian was able to purchase about 200 back volumes of periodicals, 1200 books and subscribe for 900 current periodicals in addition to other expenditure. In 1952, when the Institute of Fruit Technology was merged with the CFTRI, the library of the Institute of Fruit Technology was also merged with CFTRI library but the actual number of documents received by the CFTRI library is not available. Upto the end of 1950, there were about 45 readers served by one professional librarian and 3 non-professional staff members.

**Physical Aspects** ; At present, the CFTRI library is situated in the main building of the CFTRI, i.e., "Cheluvamba Mansion" and it occupies approximately 6,115 sq. ft. floor area. The main library is in the South Wing of the "Cheluvamba Mansion", where library office, circulation desk, books, periodicals, reading tables and chairs etc. are placed. In the North Wing of the building, reports, patents, specifications and pamphlets are housed with few chairs and tables for reading.

**Administrative and technical matters** : The CFTRI library has a library committee which among other administrative duties approves books, journals, etc. for purchase or subscription. The committee consists of eight members and a Chairman. The Director of the Institute

nominates the Chairman and the members.....of the library committee for a period of one year. The Librarian has always been the member of the committee except for two years. Books and other reading materials are acquired under the Dealer Library Plan and by direct purchase. However, the periodicals are directly subscribed to Colon placing orders with the publishers. Library follows 6th ed. of Colon Classification for classifying all documents and in case of documents on food technology it follows depth schedules of Colon Classification. It follows 5th ed of Classified Catalogue Code for cataloguing its documents. It maintains classified catalogue with title and author index in the card form. The library provides open access to all of its documents.

**Readers and Readers' Services :** The CFTRI library primarily serves the scientific and technical staff of the CFTRI and the students of M. Sc., Food Tech. course. Apart from these, the other readers making use of the library are, participants of short term courses conducted by FAO International Food Technology Training Centre situated at the CFTRI, administrative staff of the CFTRI, students of the Department of Home Science of the University of Mysore, FAO experts, officers of the Defence Food Research Laboratory, Mysore, Doctors of the Mysore Medical College, etc. Loan privilege is given to scientific and technical staff and to the participants of the short term courses. However, on request special loan facilities are given to institutions and individuals. Apart from this the CFTRI library offers reference, documentations, translation and reprographic services to its readers.

**Nature and resources :** An examination of the history of the CFTRI gives the clue that the literature on bio-chemistry of food was the nucleus of this library collection and the literature on fruit technology was added to subsequently. During the first ten years of its establishment, the procurement of books was restricted only to books specifically required by the CFTRI staff members. Later, from about 1960, a broader policy was adopted as a result of which books on many related fields of science and technology, as well as books on History and Philosophy of Science, Sociology, Economics, Management, and Industrial relations were purchased. Thus the library procured books on allied and peripheral topics mainly after 1960. The acquisition of periodicals has always been comprehensive, restricted only by difficulties of language and funds. The library is, by statute, a patent inspection centre for Indian patents. Since 1968, the CFTRI has become a subscribing member of ISI and gets all the standard specifications issued by it.

### Analysis of the Resources.

**Periodicals :** Periodicals form an important part of a special library collection. Special libraries usually spend more money on periodical than any other form of literature and hence the value of periodicals literature has a major effect on overall value of resources. The CFTRI library has back volumes of 765 periodical titles. Of these 547 titles are being received currently. Among these 547 titles, 39 periodicals are in foreign languages other than English, 4 are in Indian languages and the remaining periodicals are in English language. In all, the library has 12,236 bound volumes of periodicals with an average annual addition of 703 volumes.

An examination of the acquisition statistics regarding periodicals reveals that : (1) Approximately one-fifth of the periodicals are being received as gift. (2) About 25% of the current periodicals are covered by the each of the three countries—U. S. A , U. K., and India. It is also observed in the analysis that : (1) The CFTRI library has made an attempt to acquire a comprehensive number of Indian periodicals. (2) In doing so, it may be said that, it has slightly relaxed its selection procedure in accepting gift periodicals. (3) No periodicals are received on exchange basis from any part of India. (4) The library also places emphasis on English periodicals especially those published in two advanced countries namely, U. S. A. and U. K. A subject-wise analysis of the periodicals shows that the following Main Classes of Colon Classification (6th ed.) scheme receive more number of periodicals (in decreasing order): F-Technology, J-Agriculture, L-Medicine, E-Chemistry, K-Zoology and D-Engineering.

The CFTRI library receives a considerably<sup>2</sup> greater number of periodicals when compared with what a medium sized special library receives in India (i. e. 250-300 titles). It receives approximately one periodical per user ; it has 65% of periodical literature cited in check-lists as for as check-list entitled 'Food Technology in India' is concerned, the percentage of availability is 92) ; and its periodicals collection is found to be adequate according to the opinions of three-fourth of the readers.

Taking into consideration that, on an average, periodicals have a useful life time of 15 years in special libraries, the CFTRI library not only has unbroken set of back volumes since 1957 in case of 35% of periodical titles, but also has many out-dated and old volumes of periodicals.

According to the check-list method, out of the 1191 references checked against the holdings, the CFTRI library has 780 references or 65.49% of references in its collection. The other findings of the check-



list method, as far as periodicals are concerned, are as follows : (1) Six titles of periodicals are cited extensively in the sample check-lists and those are not available in the library. (2) Non-availability is found to be more in case of foreign language (excluding English) periodicals. (3) Library is not having sufficient periodicals in Neurology, Physiology and Psychology.

Some of the important views expressed by readers regarding periodical literature are : (1) Number of periodicals dealing with Biochemistry, Analytical Chemistry, Microbiology, Immunology, Poultry Science and Technology may be increased, (2) Missing issues of some important periodicals may be procured, (3) After making necessary arrangements with the other science libraries in the Mysore City for allowing readers of the CFTRI library to consult and even to borrow from these libraries, the CFTRI library should subscribe to as many number of periodicals as possible without duplicating in acquisition, taking into consideration documents stocked in other libraries in the city also.

Out of 176 readers, 174 readers are using periodicals in the library. Majority of them said that they use periodicals whenever they visit the library.

Only 64% of readers said that the foreign language periodicals are adequate. Library provides internal translation facilities for French, German, Italian and Spanish language articles. German, Russian, and French languages are known to a considerably large number of scientists in the CFTRI. Foreign language knowing readers use approximately 2 to 3 foreign language periodicals regularly. The translation facilities at the CFTRI library are not supplied promptly. Even the quantitative turnover is very poor.

About 75% of the readers felt that the three library publications (including Food Technology Abstracts) published as part of documentation service are useful but lack comprehensive coverage. Abstracts prepared by the local scientists are found to be very useful to many readers. Some readers reported that, it is difficult for them to follow the classified arrangement of 'Library Bulletin' and 'Documentation List for Food Technology'. Delay in publishing these three publications has also been felt by a considerable number of readers.

**Books :** The CFTRI library has 10,316 books including 532 reference works. The average annual addition of books is 598 volumes. Thus, the CFTRI library has approximately 15 books per user. Again, results of the check-list method show that out of the 429 references

checked, 226 are available in the CFTRI library. The percentage of availability will be 52.68%. Books and reference works in the library are adequate according to 71% and 80% of readers respectively. Some readers felt that many reference works need to be brought up-to-date and the existing duplication of general information in different reference works may be avoided.

Weeding of the books in this library is necessary, as library so far has not done any weeding out. As many as 35% of readers reported that the library has some unused or rarely used books in its collection. Books and reference works are required by 98% and 95% of readers respectively. Only 91% of readers are in the habit of personally consulting reference books but the frequency of consultation is not high. About 24% of readers ask reference questions to the members of the library staff. Among these readers, on an average, a reader asks 8 questions per month. Approximately 90% of the queries have been answered by the members of the library staff. The average per-capita circulation of books is 15 and the average circulation per volume per year is 1.15. These figures are found to be constant since 1965.

**Technical Literature :** As technical literature contains nascent information in a precise manner, they are more important to special libraries than any other type of libraries. Even though scientific periodicals contain most nascent thought about scientific and technical research results, many reports and other technical papers are not published in the periodicals because of <sup>4</sup>—(1) need for rapid dissemination of information, (2) unsuitability of form of technical and research reports in the periodicals, and (3) confidential nature of the information found in those reports. Even those research and technical reports which are published in periodicals, at times, will have lost much of their value owing to delay in their publications. Thus, for example, it is estimated that information on only 5 to 10% of new technological patents is published in other forms of literature<sup>5</sup>. Similarly, literature in the reprints form has its own advantages over periodicals, i. e., reprints not only supplement periodical literature in a special library but also save considerable amount of money which other-wise is spent on periodicals dealing with peripheral topics needed in a special library.<sup>1</sup>

Even though technical literature, i. e., reports, patents, specifications, pamphlets and reprints in the CFTRI library are adequate according to the opinion of 72% of readers, the number of readers who require technical literature is comparatively very small. Technical literature goes out of date very quickly when compared with books and periodicals. A

recent survey<sup>11</sup> indicates that the rate of obsolescence of most of the report literature is approximately double the rate of obsolescence of periodical literature. Again, according to Rastislav P Vcerasnj<sup>10</sup>, "The effective life of patents grows shorter every year", and "during the last 10-15 years, the average life of a patent has fallen from 10-12 to 7-8 years". Thus, it is very clear that in every special library there is a need for laying down a policy of weeding out and of determining the retention period of such literature. In this direction the CFTRI library, so far, has done nothing.

Most of the readers of the CFTRI library who require technical literature use them occasionally. However, the use of technical literature increases as we go up in the hierarchy of the status, with increase in experience and frequency of visit to the library of the reader. Non-availability of the required technical literature is the main reason for the disappointment of reader according to their opinion. Lack of proper arrangement and organisation have been given by some orders as some other reasons given of disappointment.

**Non-book Materials:** Microfilms, maps and charts are non-book materials available in the CFTRI library. Micro reproductions are not only cheaper to produce than full size paper reproductions but are also economical from the point of view of storage space. But need for special equipment and facilities, special publicity measures and readers' reluctance to use micro-forms are the important disadvantages. The CFTRI library has a microfilm reader but it is not being made use of regularly. Neither a special dark room nor an air-conditioned room is provided in the library. The library is not very particular about building its microfilm collection. Microfilm in the library mostly duplicate the information available in the photocopy form. The maps and charts are required in this library whenever the experts of the CFTRI are required to go on tour and when the climatic and other factors of any region are to be examined.

According to the opinion survey, non-book materials are required by very few readers. Microfilms and maps and charts are adequate according to 69% and 58% of readers respectively. About 14% of the readers are in the habit of using microfilms, maps and charts. The average number of items used by a reader per year is 3 in case of microfilms and 4 in case of maps and charts. A majority of the readers are not aware of the availability of microfilms, microfilm readers, maps and charts in the library.

*Other Aspects and an Overall View of the Resources:* The CFTRI

library houses all forms of reading and informational materials which are required by its readers except clippings and audiomaterials. However, the number of readers who require clippings and audiomaterials is very small. The size of the library collection is approximately equal to that of a medium sized special library in India. But its annual addition is more than the annual addition of a medium sized special library in India. The check-list method indicates overall availability of resources as 62%. Readers opine that except microfilms, maps and charts, all other materials are fairly adequate. Most of the requirements of the majority of readers have been met by the library. Thus the collection of the library is fairly good.

The CFTRI library has spent about two and a quarter per cent of total expenditure of the CFTRI on staff salary, books, periodical and binding. Within the budget of the library (excluding maintenance, equipment, stationary, etc. expenditure) it has spent about 76% on reading materials and binding, and the remaining on staff salary, which obviously is quite inadequate.

Approximately 53% of the readers recommend titles of books, periodicals, etc, for acquisition by the library. It is observed that a sizable and quality collection has been built up at the CFTRI library through a close co-operation of top-scientists, scientists-readers in general and the library staff. However, allowing a little more say to the scientists, in the matter especially to those of the lower cadre, may yield still better results.

About three-fourths of the readers said that the CFTRI library has current and up-to-date literature in their subjects. Even though, many obsolete materials exist in the library, majority of the readers are not in favour of weeding them out.

Nearly 49% of the readers of the CFTRI library use other libraries in the region in addition to the CFTRI library. Out of them, 68% of the readers use outside libraries for their professional reading. The libraries most extensively used for professional reading are the Mysore University Library and the Mysore Medical College Library. Some readers indicated that they use these libraries in order to read such periodical literature which is not available in the CFTRI library.

There has been a gradual decline over years in the number of items borrowed by the CFTRI library on inter-library loan basis. At the same time, the number of items sent out on inter-library loan has increased gradually over the years. This indicates indirectly, if all other factors are assumed as normal, a gradual improvement in the adequacy of the library resources.

#### **A SURVEY OF THE RESOURCES OF THE CFTRI LIBRARY, MYSORE 13**

The total number of documents used by the readers in a year is almost constant since 1965. The average per capita consultation within the premises of the library is 61 and the average per capita loan of documents is 25.

About the overall quality and quantity of the CFTRI library collection, majority of readers (55%) said that it was fairly good.

Even though the physical facilities are out of scope of this study, the following comments received voluntarily from readers regarding physical facilities are significant. Space, natural light and ventilation are inadequate in the library. Noise inside the library is not controlled or minimised. No facilities for calm and comfortable reading are made in the library. According to a few readers, the arrangement of reading materials in the library is not satisfactory.

#### **Suggestions :**

Based on the above analysed data and observations, the following recommendations are proposed to improve the library collection.

1. Building the collection of the library in anticipation of varied and constantly changing demands of the scientists by the help of experience of library staff is necessary. In brief, an up-to-date interest profile of scientists and their projects should be maintained to build good collection and to improve documentation service.

2. All scientists and technical staff members including those of lower cadre should be invited to participate in the acquisition programme.

3. The library should prepare a centralised index for all the departmental collections in the CFTRI, especially covering reprints, pamphlets, microfilms, maps and charts. The habit of directly procuring such materials by individual departments and scientists without the notice of library should be discouraged. Gradually library should take over the responsibility of procuring such materials from individual scientists.

4. Reading materials received by way of gift should be carefully examined before taking into collection. A thorough scrutiny of already acquired gift materials is necessary.

5. The library should subscribe to some more foreign language periodicals. It can make use of the local scientists who know foreign languages for quick internal translation service.

6. The library should strengthen its technical literature collection and documents on general and peripheral subjects.

7. As the internally produced literature is more important in a special library, the reprints section of the CFTRI should be taken over by the library and organised in a systematic manner to order to bring the literature produced within the organisation to the notice of all the readers.

8. Library requires an earmarked budget of at least 6% of the total budget of the parent organisation. The amount, that the library is spending on staff salary and reading materials at present is not in standard proportion. That proportion should at least be 3 : 2. Consequently, the quality and quantity of the CFTRI library staff strength need to be increased. If possible budget for reading materials may be allocated to different broad subjects in order to ensure comprehensive growth of the collection.

9. If readers are willing to use microfilms, it is economical to place order for microfilms, instead of photo-copies of articles, which obviously eliminates any duplication of information.

10. As already felt by a library expert <sup>10</sup>, reprographic equipment may be provided for in this library, in order to accelerate the dissemination of information, and help scientists by supplying necessary literature promptly.

11. Library publications need to be more comprehensive and brought out as quickly as possible and the arrangement of entries should be suitable to the needs of a majority of readers. The co-ordination of the "Food Teehnology Abstracts" (which is being published by a group of scientists of the CFTRI) with the other two library pnblications needs active consideration of the authorities.

12. The library should necessarily adopt a programme of a steady weeding out of obsolete materials. Compact storage facility or establishment of depository centre is needed for little used materials. By maintaining proper statistics library should not only lay down a policy for retention period of different documents, especially periodicals and reports, but should also arrange for segregation of little-used and obsolete material from constantly used materials.

13. Efforts may be made to acquire reading materials in co-ordination with other libraries of the city, so that available book-fund may be used to purchase a larger number of documents on spccialised subjects.

14. Sufficient publicity regarding availability and holdings of informational materials like microfilms, maps and charts, and services such as translation service is necessary.

15. Library should follow consistently a standard method regarding all library statistics and maintain them in a usable form so that periodical assessing of the collection could be done more easily and effectively.

16. It will be more profitable to readers, if the library makes some arrangements to avail of the literature available in the Mysore University Library and the Mysore Medical College Library to consult and even to borrow required materials directly from these libraries.

This survey is limited to the books and other similar resources of the CFTRI library. However, a systematic survey on other aspects of the library such as library personnel, finance, building and furniture, administration and organisation, services, etc. needs to be undertaken to obtain a complete picture of the library.

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## About the Author

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