

Report of the Expert Committee on  
**College Libraries**

**1994**

**Department of Collegiate Education**  
Government of Kerala

**REPORT OF  
THE EXPERT COMMITTEE  
ON  
COLLEGE LIBRARIES**

**JANUARY - 1994**

## **PREFACE**

Recent Changes in educational philosophy, widening curricula, reforms in examination systems, knowledge explosion and the developments in Information Technology have given an increased awareness of the role of libraries in higher education. College Libraries are now to be considered an important resource existing to support the teaching-learning process. So college libraries should collect and organise relevant information recorded in various print and non-print media and should provide right information to the user at the right time in the educational process.

If the colleges are to take maximum possible advantage of the developments in library profession to exploit available resources in their libraries to the greatest benefit of the teachers and students, it is to be ensured that colleges have efficient library systems and qualified and experienced librarians capable of interacting with teachers and students effectively to direct the policies and regulate resources of the library towards the needs of teaching-learning process in the college. The recommendations of the committee are made with this main objective. The main recommendations are on:

- \* The development of college libraries with sufficient collections, inviting atmosphere and efficient services to create and maintain wide reading habit and love of books among students.
- \* The improvement of library procedures to enable planned development and speedy and efficient aquisition and circulation of books.
- \* Improvement of the qualification and status of the librarian to enable him to have a clear understanding of academic objectives essential for his working partnership with teaching departments.
- \* Centralisation of library services in the college to enable efficiency and economy.

These recommendations are made within certain limitations. Present staff pattern and system has got established over a long period of time. So care is to be taken to see that the existing staff positions are not affected much. Care is also to be taken to see that financial commitments are the minimum. Still then it is sincerely hoped that implementation of these recommendations will go a long way in vitalising college libraries.

On behalf of the committee I would like to express my sincere thanks to Sri. Issac K.A. retired Librarian, University of Kerala, and Sri. S. Parthasarathy, Retired Librarian, British Council of Libraries, Trivandrum who favoured us with their valuable ideas and suggestions by participating in the meetings as outside experts. I would also like to record the appreciation of the committee of the enthusiastic and painstaking efforts of Prof. Rama Sarma Dy. Director of Collegiate Education, in the finalisation of this report in its present form. Thanks are also due to M/s. BusiSOFT, Karamana for their computer processing and printing.

**Sincerely**

**(V.P. JOY, I.A.S)**

**Trivandrum**

**01-01-1994**

**Director of Collegiate Education & Convener  
Expert Committee on college Libraries**

## **REPORT OF THE EXPERT COMMITTEE ON COLLEGE LIBRARIES**

Library is the largest and most expensive educational resource of the college. Such a complex network of sophisticated system maintained at huge cost should provide full information support to the teaching learning process in the college as an adequate return on the capital invested. But a college library for its effectiveness requires its due position in the overall structure of the college. It also needs adequate staff, need based collections and sufficient funds.

The recent developments in the higher education scene necessitates a review and reform of the system for provision of library and information services in colleges which is an important factor determining the quality of teaching-learning process. Hence Government of Kerala constituted an expert committee to examine the functioning of college libraries and suggest suitable measures for their improvement. The following are the general terms of reference to which the committee confined itself.

1. General improvement of the College Libraries so as to inculcate wide reading habit and love of books among all students.
2. Procedural improvement which should suggest measures to ensure Planned development of college libraries to modernise membership procedures, issue of books, purchase of books, library equipments etc.
3. Improvement of technical aspects suggesting ways and means to ensure need based organisation of college libraries, to make them dependable for the information support required for teaching-learning process in colleges.

An assessment of the present situation by the committee based on data collection through a questionnaire and the recommendations of the committee to vitalize library and information

services in colleges are given below under each aspect of the terms to which the committee confined itself.

### **I. General Improvement**

The College Library should be able to foster wide reading and love of books among students. The committee finds the following factors as hindrance to the fulfilment of this objective.

- a. Teaching techniques that restrict the educational process within facts narrated and notes dictated in the classroom and confining studies to the letter of the text book and the syllabus.
- b. Lack of quality and relevance of book collections to the services offered by the library and actual reading needs of the students.
- c. Uninviting atmosphere and lack of facility for study and reference in the library.
- d. Lack of awareness about library services available, books stocked, and ignorance of information search methods.
- e. Inability of library staff to understand and cater to the information needs of the students.
- f. Poor organisation of materials in the library and lack of catalogues, indexes, and classified arrangement required for efficient book and information retrieval.
- g. Opening hours not in conformity with out-of-class hours and self-study timings of students.
- h. Lack of facility for or initiative of the librarians to associate with or organise cultural and literary programmes, competitions, discussions etc. and participate in the life of the campus.

*The committee recommends that the college libraries should be developed/reorganised with stress to the following factors for creating and maintaining wide reading habits and love of books among students and teachers.*

### ***1.1. Teaching Techniques.***

Teaching techniques should minimise readymade notes and should give assignments that will make it essential for the students to prepare their own notes seeking by themselves information from books, periodicals and other reference sources. This will inspire the students to seek further enjoyment in reading good books and will enhance their competetiveness.

### ***1. 2. Basic Collection***

Every College Library should necessarily have a basic collection with the following types of materials on which all information services to students and teachers are to be based.

- a. A reference collection with all general and specialised dictionaries/encyclopaedias, handbooks, manuals and other information sources available in book and non-book materials.
- b. Collection of standard treatises on the subject areas of teaching in the college and items of fundamental importance in related areas.
- c. Books and other study aids helpful to students in preparing for various competitive and entrance examinations.
- d. A text book collection on all subjects taught in the college.
- e. Light reading materials that can engage students leisure time and also attract students to other materials and services from the library.

*The committee recommends that colleges at the initial stage of developing their book collections should give preference to the items required for the basic collection over other titles till a sufficient balanced basic collection is built up. Existing collections should be assessed by Library Advisory Committees and where ever sufficient basic collection is lacking that should be built up. Every year due importance should be given for updating the basic collection.*

### ***I. 3. Physical Environment.***

Library's physical environment should be inviting by functional arrangement of furniture and other equipments. Standards established by Bureau of Indian Standards should be strictly adhered to for all purchases of library equipments, furniture and also for the construction of College library building. In addition to stack rooms, college libraries should provide a reference room that can accommodate 5% and reading room that can accommodate 20% of students and teachers of the college at a time.

### ***I. 4. Library Awareness.***

Methods and techniques that can give wide publicity among students and teachers about the resources and services of the college library, should be adopted to attract students.

- a. Brochures or guides giving details of the collection in library, various services available etc. should be issued to the students at the time of admission to help the students to use the library more effectively.
- b. Safeguarded open access that will enable students to walk amidst books, browse under guidance and handle books freely; which is essential for promoting reading habit, should be provided.
- c. Book exhibitions on topics of seminars or discussions conducted in the college or on subjects of current importance should be organised in the library.
- d. Provision should be organised in the library for exhibiting latest additions.
- e. Library-User's Forums may be encouraged and facilities should be given to them to conduct programmes like poetry recitation, meet the artist, discussions, competitions during National Book Week etc. Competitions related to books and authors may be conducted at the time of College Day Celebrations or other appropriate occasions.
- f. User-education Programmes that teach students how to use libraries, their resources and the literature of their



subject should be conducted by all college libraries on a regular basis.

- g. Minimum of five hours of the first term of the first year, for all students should be devoted for orientation lectures to be given by library professionals. These lectures should also introduce the students to the arrangement of information in major reference books.

### ***I. 5. Quality of Services.***

Sufficient number of fully qualified staff who can understand and respond to the information requirements of students and teachers and help the students with sympathy and understanding in the selection of reading materials and in information search should be appointed in college libraries. The collections in the library should be catalogued, classified and arranged in order to ensure easy and quick access to any item when required. Manual or computerised catalogues and indexes should be made available for users.

*The committee recommends that library should function from 8.30 AM to 6.30 PM so as to facilitate use of library during out of class hours. Librarian should make an internal working arrangement of his staff in two shifts i.e., from 8.30 AM to 2.30 PM and 12.30 PM to 6.30 PM assigning the staff under the librarian judiciously. Library should also be kept open on holidays and during vacations. Every college library should offer Ready and Long-range Reference Services, Selective Dissemination of Information, Current Awareness Service etc. and should provide facility for borrowing materials from outside sources.*

### **II. Procedural Improvement.**

The various techniques, methods, rules and procedures followed at present in the college libraries are obsolete and defective. Revision of them is essential for vitalising library and information services in the college.

## ***II. 1. Issue and Return of Books.***

The procedures followed for library membership and issue and return of books lack uniformity and efficiency. They should be made more speedy and less complicated.

- a. Students on admission into college and on transmission of nominal rolls to the library by office should automatically get membership in the library.
- b. Present Issue System using registers is obsolete, laborious, time-consuming and cannot efficiently control the circulation of books to thousands of students as required in colleges. This limits the number of books that can be issued every day, prevents use of library and diverts staff from other services. Issue systems like 'Browne' or 'Newark' that uses cards or computerised issue systems using the available popular softwares like 'Wilsys', 'Libsys' etc. should be introduced.

## ***II. 2. Library Expansion.***

Preparing Annual Budget Estimates by the Librarian should be made compulsory. The budget should take into account funds already available and the likely grants from all possible sources. It should give in detail all developments related to library and information services in the college to be done during the year. In the budget of the college submitted to higher authorities, this should form part as the budget estimate for library services.

The amount, allotted to each discipline from various funds should be equitably distributed among types of materials like reference books, standard treatises, periodicals and text books. A suggested ratio of types of materials at the initial stage of library development is 50:35:15 for reference books, standard treatises, and text books.

## ***II. 3. Book Selection and Purchase***

Book selection and acquisition is a professional work requiring specialisation and should be done only under the

supervision of qualified professionals. *The committee recommends that the procedures for scientific need-based book selection and acquisition in a college should be regulated as follows.*

1. By scanning the journals, magazines, catalogues, bibliographies and book reviews in newspapers and from books submitted to the library on approval basis and from books that come to the notice at book fairs and exhibitions, the librarian should prepare a monthly list of reference books and books under each subject pursued in the college. The lists should be transmitted to the concerned Heads of the Subject Departments on the last day of the month.
2. Head of the subject department should evaluate each title in the list, eliminate items of poor standard, and add information about current titles which have not caught the attention of the library. The list with remarks should be retransmitted to the library within a week.
3. Duplicate titles as far as possible should be eliminated from the list and the lists of reference books and subject books should be placed before the Library Advisory Committee.
4. The titles from the approved list should be added to the Register of Approved Books for purchase. All book purchases should be done from this list only.
5. From the Register of Approved Books, Principal should in consultation with the librarian select titles according to allotment available for each discipline and kinds of materials, giving priority to titles continuously sought for by teachers and students at the library. These titles should be grouped according to their publisher, distributor, supplier etc. for speedy acquisition and accordingly indents should be prepared and submitted to the principal by the Librarian.
6. Principal should place orders in conformity with existing Government rules and UGC regulations for purchase of books.

7. When supply is effected librarian should verify them to see if they are in conformity with the requirement. All administrative and technical processing procedures should be completed and the books should be released for use within a month.
8. Titles except text books remaining unpurchased in 'Register of Approved Books'; due to lack or non-availability of funds should be again placed before Library Advisory Committee during the next academic year and should form the preferential items and part of the annual indent of the next year. Text books, if any remaining unpurchased in the 'Register of Approved Books' should be delated at the end of the Academic year.

Plans for library expansion and proposals for purchase of library furniture, and equipment and non-print materials should be prepared by the librarian and placed before the Library Advisory Committee and after approval indents should be prepared at the library accordingly.

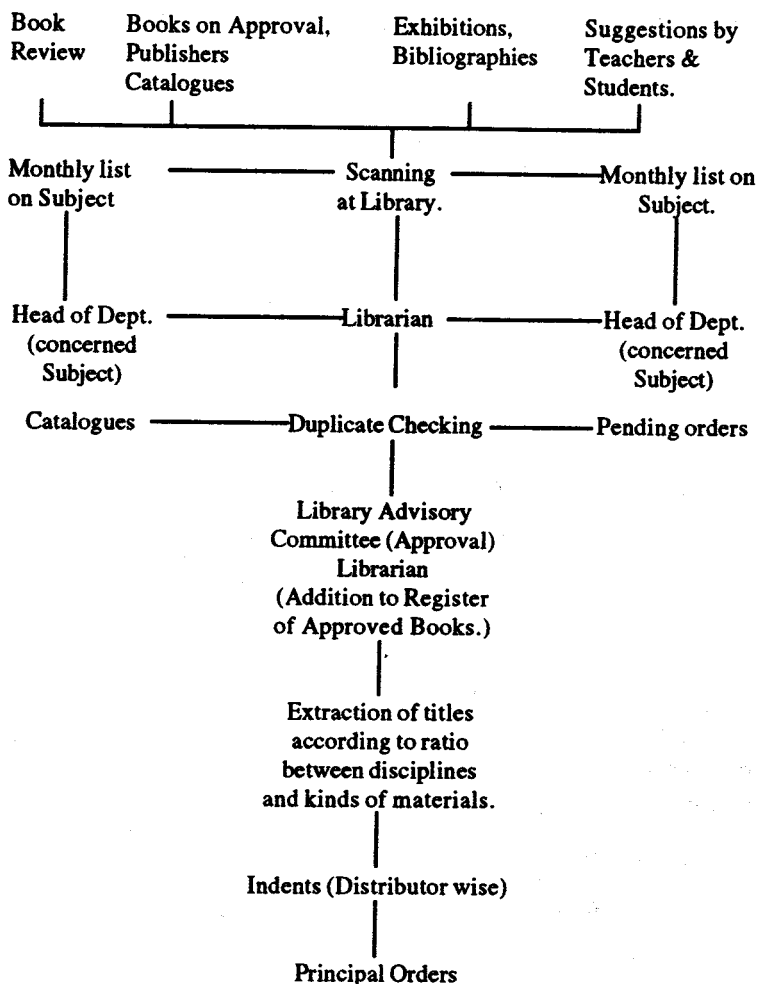
#### ***II. 4. Organisation & Management.***

College Library and its sub systems should be organised according to accepted Principles. Librarians should be directly resoponsible to the Principal. There should be clear recorded work distribution inside the library as per accepted classification of levels and types of library works. All leave applications of library staff should be routed through the librarian and there should be separat attendance register for the staff working in the library.

#### **III. Improvement of Technical Aspects.**

Quality of library and information services offered in a college depends mainly on the position of library in college's structure, quality and quantum of staff available, the organisation of materials and such other technical factors.

### BOOKSELECTION & PURCHASE SYSTEMATISATION



### III. 1. Status of Library/Librarian.

Libraries have to serve the whole teacher student community of the college unlike the teaching departments which have to look after the needs of a limited student community only. Librarianship is a highly complex profession warranting specialised

and technical knowledge of various sorts like Personal administration/financial management and different bibliographical techniques. Librarians also require higher academic qualifications like other heads of the departments of the college as recommended by the UGC. The committee consider it desirable to give the college librarians, academic status (non-vacation) and bring 'librarian' also under the definition of 'teacher' as done in Madurai, Madras and other University Acts.

*The committee recommends that the college librarian should be given status and rank as recommended by UGC subject to satisfying the qualification and other conditions prescribed by UGC.*

### **III. 2. College Council Membership.**

Librarian's membership in College Council is necessary for his participation in shaping library policy. It is necessary for librarian to attend staff meetings, to acquaint himself with the trends in the college and render appropriate library service to students and teachers. Even physical education teachers have such privileges. Information-support being a major factor that determines the quality of education, librarian should necessarily be a full member of all academic and administrative councils constituted by the college. The committee recommends that college librarian should be given full membership in College Council and other relevant committees constituted by the college.

### **III. 3. Library Advisory Committee.**

*The committee recommends that to advise and recommend on all matters related to the organisation and services of the college library a Library Advisory Committee consisting of eight members should be constituted. The principal should preside over the Committee as Chairman and the Librarian should function as Secretary of the committee. To give opportunity to students to ventilate their needs and grievances a member should be nominated from among the student community by the Principal. The other five members should be drawn from heads of teaching departments on rotation basis.*

### **III. 4. Qualification of the Librarian.**

The successful performance of the college librarians demand a clear understanding of academic objective, a significant level of academic expertise and working partnership with heads of teaching departments. Proper direction of policies and resources of the libraries towards needs of teaching-learning process demands a college librarian with high academic qualifications and knowledge of objectives and practices of education. *Hence the committee recommends that only those with qualifications and experience as prescribed by UGC should be appointed as Chief Librarian of a College.*

All professional staff working in College Libraries requires qualifications that can give a broad acquaintance with all subjects taught in the College if they are to offer efficient library and information services to teachers and graduate and post-graduate students. *Hence the committee recommends that librarians working in the colleges under Collegiate Education Department should be made a separate pool and a minimum of Bachelors' Degree in Library and Information Science should be made essential for the fresh recruitments to the pool.*

### **III. 5. Grading System**

In a college library without regard to the size of the collection and user strength the professional head of the library and his staff have to play an integral role in the academic life of the institution. So consistent with the higher intellectual level of students and teachers, the general educational attainment of the college librarian should be comparable to that of the teaching staff of that college to enable them to cater to the book and information needs of teachers, and students of Degree and Post Graduate levels.

Libraries in colleges and their departments continued for a long time as mere store houses of books and there was no reference service and other kind of information dissemination activities that supported teaching-learning process. In earlier days, libraries were left in charge of Semi-Professionals with

SSLC and CLISc or Attenders who have not even passed SSLC. But their work was to make stock entry, store and lend the books purchased in the college. According to the increase in the number of items stocked they got higher grades. So a wrong tradition of regarding librarians as store keepers got established.

But changes in the educational patterns and the methods of teaching since fifties have involved a shift towards the concept of individual and motivated learning at all levels. This involves a greater degree of initiative on the part of the student who has to use books and other information sources provided to them according to their requirement at the library. But disregarding these developments our college libraries still remain under the pressure of the old tradition in respect of the function, the qualifications, the status and number of professional staff even though more money is spent now for developing and maintaining college libraries. The committee considers that to get proper return for the amount spent on libraries they should be manned by sufficiently competent professionals.

The committee considers it essential that the college librarian and his professional staff should be able to keep abreast of current developments in every subject and must be able to understand the information needs of teachers and students and support them and make information-search for them. This requires general academic qualifications of high order.

In our existing staff pattern the grade of the college librarian is fixed according to the number of books stocked, books issued etc, It is an unscientific method. Issue and return of books is only one of the many kinds of services to be given from a college library. There are many other services and works like CAS, SDI, cataloguing, classification, career guidance, readers orientation and other professional programs to offer, which requires more quantum of work and expertise. Responding to one reference enquiry by providing required information collected from various books, journals and other sources will require high expertise and effort several times more than what is required for a book issue. Like this higher levels of users like



teachers and research scholars who require indepth information will put more pressure on the work load of the library.

Number of books in a college is also not the only relevant factor for fixing the grade of the librarian. Even if the college is not having a book collection, it requires a senior library professional to develop a need-based book collection. But as number of books etc are the criteria used at present in our college libraries to decide the grade of the librarian; in the initial stage of the development of our college libraries there is every likelihood that a lower grade librarian only is posted. The prescribed qualification for such a post is not sufficient for healthy upbringing of the library into a suitable service institution when it grows. The Committee finds that this method is the most important cause for the continuance of the college library as an inefficient organ of the college even after they get qualified librarians.

The evaluation of the existing situation in all college libraries revealed to the committee that decisions on the following fundamental issues taken at the initial stage of development of the college library will remain as a permanent feature of the college libraries preventing their efficiency and effectiveness.

- a. It is at the initial stage of development that location of the library building, or selection of the apt room from available space, decision on position of stock room, reference room, reading room etc, methods of arrangements of shelves and other furniture, and the standards for them are decided. Changing most of these at any later stage will not be possible.
- b. The major portion of the basic collection consisting of encyclopedias, dictionaries, handbooks, manuals, and other reference sources on which all library and information services are to be based is built up at the initial stage. Quality of all information services from the library will depend mainly on this basic collection. Only a fully qualified librarian who can understand the academic objectives can build up a relevant basic collection,

following book selection and acquisition methods in a scientific way.

- c. Classification and cataloguing schemes to be followed will be decided at the initial stage. These decisions and performance of these processings as per required standard from the beginning decides the efficiency of the organisation of books for use in the library and their efficient retrieval.

Any further rectification of a library system which has grown in a haphazard manner will do permanent damage to all the efforts taken which involves huge investment. Hence the committee considers it essential to abolish the present grading system of college libraries.

*The committee recommends that irrespective of the grade of the college or its library or the user strenght, a librarian with high academic qualification, scale and relevent status should be posted at the initial stage in a college when the foundation is laid for its library development. The committee also recommends that all library professionals posted in college libraries should have the minimum academic qualification that will enable them to interact with degree and post graduate students and teachers and support them and quide them in their search for information required for teaching-learning process in a college.*

### **III. 6. Staff Pattern**

As government is implementing UGC Scheme in colleges to improve the quality of higher education; college libraries will naturally fall under two categories:

1. Libraries in colleges that are eligible for UGC assistance and
2. Other college libraries.

Table 1 (Appendix 3) shows that 146 out of 165 libraries now fall under either first grade or fourthgrade. Hence the need

for reducing the number of grades of college libraries from 4 to 2 as envisaged above.

*Library and information services being one of the important factors that determine the quality of teaching-learning process the committee recommends that a College Librarian (Senior grade) with academic qualifications, pay scale and service conditions as prescribed by UGC should be posted in all colleges getting UGC grant and coming under 2-F category.* Government has already sanctioned to all First Grade Librarians UGC Scheme as per G.O.(MS) No. 87/91/H.Edn dtd: 9th April 1991. So the financial commitment on the implementation of this recommendation will be only marginal.

The factors discussed in para III. 5. reveal the necessity of posting a fully qualified librarian to head non 2-F category colleges also which are in their developing stage. The committee recommends that the post of head of library in non 2-F category colleges and one post of junior staff in 2-F category colleges irrespective of their present grade may be designated as College Librarian (Junior Grade) subject to the conditions laid down below. The Present State Scale of Rs 1760-3050 may be allowed for the post of College Librarian (Junior Grade) to attract qualified and competent professionals to that post and to give incentive to those who are already in service to acquire higher academic qualification.

Bachelors Degree in Library and Information Science should be prescribed as the minimum qualification for filling the post of College Librarian (Junior Grade) by direct recruitment.

In Government colleges Librarians working in Grade II, III, or IV having qualifications prescribed in preceding para according to their seniority may be promoted and posted in the post of College Librarian (Junior Grade). As most of the existing Librarians Grade II, III and IV are already in their higher stages of pay scale the financial commitment will be minimal in government colleges. In Private colleges with II, III & IV Grade Librarians where the present incumbents do not possess the qualification prescribed above, such incumbents may be permit-

ted to continue as such. They will not be eligible for the post of College Librarian (Junior Grade) till they acquire the required qualifications.

The post of Attenders, the non-professional supporting staff now available in college libraries may be redesignated as Library Assistants. Existing Attenders who have SSLC and CLISc should be absorbed into these posts. If no qualified candidate is available, existing staff will continue as such till such candidate becomes available. Those Attenders with SSLC and CLISc who are absorbed into the post of Library Assistants may be sanctioned some incentives to attract others also to acquire higher technical qualification. An Inservice training can be organised under the Directorate to train the existing Library Attenders in the works to be attended by them in college libraries.

Books require a clean atmosphere and regular removal of dirt and dust from them for their long life in usable condition. As users continuously visit library much dust gets accumulated in floor and furniture. So to make the library environment inviting and hygienic, and for preserving books; daily cleaning of the library books, furniture and other equipments is essential. Hence the committee recommends that for every 25000 volumes in a college library one last grade staff for cleaning may be sanctioned to the college library.

Existing pattern of supporting staff is based entirely on the number of books and number of issues. The committee has evolved a more rational formula based on number of books and number of users to be served giving weightage to higher levels of users who will require more indepth information service. The committee recommends the following staff formula in college libraries.

$$S = \frac{A+10(B)+50(X+Y+Z+T)+D}{10000}$$

rounded to nearest whole number in which

- S = Total number of staff excluding the chief librarian
- A = PreDegree students
- B = Degree students
- X = Post Graduate Students
- Y = M.Phil students
- Z = Research Scholars
- T = Teachers
- D = Documents (book and non book)

The position of supporting staff strenght as per the existing pattern and as per the suggested formula is given in Appendix III Table IV. It is seen that there will not be any additional financial commitment to Government due to this.

### ***III. 7. Classification and Cataloguing.***

Book collections in most of the college libraries remain fully or partially unclassified and uncatalogued. In colleges where it is done, as no standard or scheme was followed and as the work was undertaken by non professional or semi-professional staff in the beginning the system remains obsolete and inefficient. For effective reference service and for tracing out the books, a catalogue/index that can satisfy author, title and subject enquiry is essential. So clearing of the pending processing work within a fixed time limit is essential to get full utility of available book collections in college libraries. As the software CDS/ISIS developed by unesco which can be used for this work is available free of cost to libraries having computer hardwares, computers can be used to clear the pending works as per some fixed standard and fixed time limit.

Library fee should be revised as Rs. 10 for P.D.C., Rs 25/- for D.C. and Rs. 50/- P.G. Seventy five percent of the amount so received should be utilised for acquiring machineries, materials and services required for college libraries.

### ***III. 8. Departmental Libraries.***

Consideration of economy, the need for getting full utility of books purchased and vitalization of information services point

to the urgent need for centralising library system in a college. The committee noted the following aspects in this regard.

- a. Only in a centralised library system all the books acquired by the college will be exposed to the entire teacher student community of the college.
- b. Several costly books and reference sources which are multi-disciplinary in nature becoming part of departmental libraries will necessitate obtaining at immense cost more copies for the Central Library and other departments.
- c. Professionals trained in library and information services will not be available near the books kept at departments. Library Attenders posted to look after the departmental libraries cannot understand and respond effectively to the book and information requirement of teachers and students.
- d. Departmental libraries remain closed during all vacations, holidays and after college hours and when library attenders or lecturers to whom this work is entrusted have other duties or class or are on leave preventing use of those books.
- e. Students preparing for examinations, and teachers preparing lectures require library services during vacations and after college hours when departmental libraries normally remain closed.
- f. The books requiring constant care remain unattended in departmental libraries throughout the vacation during which pests or animals can destroy them.
- g. As library attenders or lecturers in charge of the departmental libraries are not staff trained in library works and procedures and as they can not insist on library rules, books of the departmental libraries are monopolised by few users.

Reasons of economy point to the need for abolishing departmental libraries because departmental libraries imply duplication of staff and books, extra expenditure on building and furniture

and a step down in the quality and quantity of services otherwise possible.

*In view of academic and administrative efficiency and for obtaining economy and full utility of the books acquired by the colleges and for efficient library and information services to students and teachers, the committee recommends that library services in all colleges should be centralised to bring them under supervision of a qualified professional. Departmental libraries should be abolished and their collections and staff should be transferred to the central library. But 250 to 500 books marked out to be required for constant consultation at the department should be given on loan to the department; which should be returned to the college library at the end of the academic year.*

### **III. 9. Other Aspects.**

All entry and exit from the library should be only through a controlled wicket gate. All other doors and windows should be made book proof using wiremesh so that open shelves and free access to collection can be popularised. Stock verification should be conducted once in three years by stock verification committee consisting of teachers and library professionals.

Loss of three volumes from the library per thousand books issued, consulted in a year may be taken as reasonable provided such loss is not attributed to dishonesty or negligence or wrong decision on the part of librarian or other officers controlling the library. Loss of any title costing more than Rs.200/-, reference books and books of special nature and rarity shall invariably be investigated and consequential action taken. Reasonable loss should be written off at the year end on the recommendation of the Library Advisory Committee. Mutilated and damaged books and obsolete books should be disposed of by the Principal every year on recommendation of the Library Advisory Committee to give space for current materials of relevance and importance and to maintain quality and serviceability of the collection.

The number of the Reference Books and other information sources that form the very breath of library service is large in

each discipline and their number and cost is also ever increasing. Hence duplication of such materials should be avoided and as many different items as possible may be purchased with this amount and by centralising the services these source materials should be made available for the use of teachers and students from all departments.

While developing collections in college libraries consideration should be for collecting and organising maximum relevant information cost-effectively. Now most of the information sources are available also in CD-ROM, Floppy Diskettes, Cassettes, films, microfisch etc. which make possible greater cost effectiveness and speed. *So the committee recommends that in all rules and regulations for book purchase, the term 'book' may be replaced with 'document' which includes non-book materials also. Committee considers it desirable to computerise the college libraries to enable the college to utilise the possibilities in information services offered by current information technology and also INFLIBNET and other systems sponsored by UGC.*

College librarianship which performs administrative as well as professional responsibilities need strong subject background and specialised training to understand and respond to information requirements of teachers and students. Hence the committee recommends that opportunities like those available to teachers should be provided to librarians also to improve their professional qualifications and to keep them in touch with experts in their subject and related fields so that they can provide effective library and information services and contribute to raising standards of college education.

Trivandrum

1-1-94

Convener



**Appendix-1****GOVERNMENT OF KERALA****Abstract**

Expert committee to examine the functioning of college Libraries-Constituted-Orders issued.

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**HIGHER EDUCATION (A) DEPARTMENT**

G.O (Rt) No. 683/92/H.Edn. Dated, Thiruvananthapuram:  
21.4.1993

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Read:- Letter No. Estt E4/2462/90/Coll.Edn. dated 24.6.92  
from the Director of Collegiate Education.

**ORDER**

Government consider it necessary to appoint an expert Committee to examine the functioning of College Libraries and suggest suitable measures for their improved functioning. The committee will also examine and report the financial implications of their proposals. Government are therefore pleased to constitute a Committee consisting of the following members:-

- |  |            |
|--|------------|
| 1. Director of Collegiate Education  | - Convenor |
| 2. Joint Secretary, Higher Education<br>Department   | -Member    |
| 3. Joint Secretary, Finance  | - Member   |
| 4. State Librarian   | - Member   |
| 5. Librarian, Kerala University  | - Member   |
| 6. Librarian, Mahatma Gandhi Univeristy  | - Member   |
| 7. Librarian, Calicut University   | - Member   |
| 8. A representative each of Private<br>College and Government College<br>Librarians (to be nominated by Director<br>of Collegiate Education) | - Members  |
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The Committee shall submit its report to Government within six months.

By order of the Governor  
T.N. Jayachandran,  
Commissioner & Secretary  
(Higher Education)

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## Appendix-2

**PROCEEDINGS OF  
THE DIRECTOR OF COLLEGIATE EDUCATION,  
THIRUVANANTHAPURAM**

**Expert Committee to Examine the Functioning of College Libraries - Government and Private Colleges – Members Nominated – Orders – Issued.**

Order No. Estt. E4. 2462/90 dated 23.7.1993

Read: - G.O. (Rt) No. 683/93/HEdn. Dated 21.4.1993

As per the G.O read above, government has appointed an Expert committee to examine the functioning of College Libraries and suggest suitable measures for their improved functioning. Government has also ordered to nominate a representative each of private college and Government college Librarians as members of the committee, by the undersigned. In the circumstances stated above, the details of Librarians working in government and private colleges have been collected. After examining the details, the following two librarians are nominated as members of the Expert committee.

1. R. Raman Nair, First Grade Librarian, Government College for Women, Thiruvananthapuram
2. M. Ayub, First Grade Librarian, Farook college, Feroke, Kozhikode

Sd/

V.P. Joy, IAS

Director of Collegiate Education

And Convener of the

Library Expert Committee

**Appendix-3**

**Table-I**  
**College Libraries in Each Grade**

	I	II	III	IV	Total
Government	13	1	3	25	42
Private	55	6	9	53	123
Total	68	7	12	78	165

**Table-II**  
**College Library Staff**

	I Libn	II Libn	III Libn	IV Libn	Attenders	Total
Government	13	2	3	39	117	174
Private	55	11	11	130	466	673
Total	68	13	14	169	583	847

## Appendix-4

**Table-III**  
**Qualification of Existing Library Staff**

	Net Ph.d	MA, MSc BLISC	MLISc	BLISc	CLISc	Qualification data N.A
Lib.Gr.I	3 - (2P + 1G)	24 (21P + 3G)	7 (7P + 0G)	32 (25P + 7G)	2 2P	0
Lib.Gr.II	--	1 P	----	2 P	2 2P	8
Lib.Gr.III	--	2 P	---	7 (5P+2G)	2 P	3
Lib.Gr.IV	--	10 P	2 P	22 (19P+3G)	99 (68P+31G)	36
Total	3 -	37	9	63	105	47

P- Private College

G - Government College

**Table-IV**  
**Required Staff as per Pattern Suggested**

	I Total No. of Existing Staff	II Total No. of staff required in new suggested pattern
	Supporting staff	Supporting staff
Govt	134	118
Private	541	526
Total	675	644

Total number of staff in Table IV includes all staff (Professional and supporting) excluding Chief Librarian.

## Appendix-5

### Existing Staff Pattern

#### 1. General Library

	Grade I Librarian	Grade II Librarian	Grade III Librarian	Grade IV Librarian	
I Grade Libraries	1	-	-	1	3
II Grade Libraries	-	1	-	1	2
III Grade Libraries	-	-	1	1	2
IV Grade Libraries	-	-	-	1	1

An additional library attender will be posted if the Number of books is above 20000 and issues are above 40000.

#### 2. Department Library

In addition to this wherever there is PG courses there will be one Attender to each Department with PG course.

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**GOVERNMENT OF KERALA**

**Abstract**

**Higher Education - Expert Committee on College Libraries  
- implementation of recommendations - Orders issued.**

**HIGHER EDUCATION(A) DEPARTMENT**

**G. O(Ms) No.169/94/H.Edn. Dated, Thruvananthapuram,  
22-11-94**

**Read: - 1) G. O(Rt) 683/93/H.Edn. dated 21-4-1993.**

- 2) Report of the Expert Committee on College Libraries dated January 1994.**
- 3) Lr. No. Estt B4/2462/90 dated 13-9-94 from the Director of Collegiate Education.**

**O R D E R**

As per the GO read above Government had constituted an Expert Committee to examine the functioning of College Libraries and suggest suitable measures for their improved functioning. Accordingly the Committee has submitted its report with various recommendations with a view to usher in modernisation and improvement of facilities.

Government have examined the recommendations in detail and are pleased to order the implementation of the recommendations appended to this GO with immediate effect.

The other recommendations which have financial implication will be considered later on.

**By Order of the Governor**

**K. N. CHANDRAMATHI,  
Joint Secretary to Govt.**

To

The Director of Collegiate Education, Thiruvananthapuram.  
Members of the Expert Committee.

The Director of Medical Education, Thiruvananthapuram.  
The Director of Technical Education, Thiruvananthapuram.  
The State Librarian, Thiruvananthapuram Public Library,  
Thiruvananthapuram.

The Stock File/Office copy.

Forwarded/by Order

S/d

Section Officer

Section II.3 Book Selection and Purchase, III.2 College Council Membership, III.3 Library Advisory Committee, III.8 Departmental Libraries and III.9 Other Aspects of the Report of the Expert Committee on College Libraries are appended to this order.