

**COLLECTION MANAGEMENT AND SERVICES IN THE  
INSTITUTE LIBRARIES OF INDIAN COUNCIL OF FORESTRY  
RESEARCH AND EDUCATION (ICFRE) IN INDIA: A STUDY**

**ABSTRACT**

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## **ABSTRACT**

Library collection and services are backbone of all kinds of libraries and information centres. The collection management and services of the library are the most important aspects for the librarian, researcher and library user. Without collection and services there is no existence of any libraries and institution because library plays a dynamic role in every institution. Collection and services is important for achieving goals, to find out the objectives of the every library. The Libraries of Indian Council of Forestry Research and Education (ICFRE) are special kind of libraries. In this type of library special collection and services have been brought out i.e. books for forest research, genetic and tree breeding, wood science, botany, biodiversity etc.

The users of ICFRE institutes are using collection, facilities, services related to their field. These users includes scientist- A, B, C, D, E, students, researchers, academic staff, professionals, non-professionals and others.

These institutions were supposed to promote and sponsor cutting edge research on the factors and the antecedents that could shape the forest management, the sustenance and the preservation of green cover and environment management. Yet an institution without adequate collection management mechanism is useless and is rendered incapable of accomplishing its core objective in the long run. Like other special libraries, there are reported instances of faltering research and exploration on account of inadequate library management practices across the ICFRE and other institutions of repute and purpose. As per the report of the working group on research, training and capacity building on the environment and forest sector, ICFRE were established for the specific role in

management of forestry research through the planning, promotion, coordination of vital research in areas of forestry and environment.

This chapter includes scope of study along with the objectives, hypotheses and research methodology in briefly. However in beginning of topic of the study the term collection management and services is defined in this chapter.

The term collection management was proposed in the 1980s, as an umbrella term under which collection development was to be subsumed. In this construct, collection management includes collection development and an expanded suite of decisions about weeding, cancelling serials, storage, and preservation. Also of concern in collection management are the organization and assignment of responsibilities for its practice.

According to Ranganathan's 4<sup>th</sup> law of library science "Save the time of user", libraries present in digital era totally depend on services. All information is online with the help of new technology devices but user cannot be use library resources properly. For this purpose We have to need Collection management in true sense.

Collection management can be defined as a process of information gathering, communication, coordination, policy formulation, evaluation, and planning. These processes in turn influence decisions about the acquisition, retention, and provision of access to information sources in support of the intellectual needs of a given library community. Collection development is the part of collection management that primarily deals with decisions about the acquisition of materials.

## **Collection Management**

“Collections are objects that containing a group of other objects.” Collections are the most important aspects or resources of a library. Collections and services are what make libraries unique and without them the library would not exist in information society.

Management of collections make the collection safely and simply available to the users as per demand. Now it helps in preserving the document for future generations.

Collection management and services are not a single activity, or group of activities, rather it is designed with the specific purpose to provide the library with an information resources that meets the appropriate needs of its user. It comprises of planning, goal setting, decision making, budgeting and acquiring materials and evaluating them, which is one of the most important and most difficult activities undertaken by libraries. Especially, collection management or development is the made up of three basic concepts: planning, implementation and evaluation.

Collection management is a tool that provides a platform to manage resources effectively with limited fund, staff and space. Collection development is considered as a part and parcel of collection management. It is well noted in the present era that collection development is now watched as a part of the activity of collection management. It is a nonstop process in the life cycle of the library management. It is an acceptable fact that it is responsible for the makeup of collections.

Baughman in one of his articles define these three basic terms as follow:

- A) Planning regarding collection, the term planning is one of functions of management. It is the graphic for accruing documents that belong together as firm by the needs, goals, objectives, priorities of library.
- B) Collection implementation it refers to the process of making documents accessible for use.
- C) Collection evaluation, it involves examining and judging with respect to goals and objectives. Collection evaluation is the most important to collection development (CD) and collection management (CM) because it is difficult to build a balance.

## **Definitions**

Numerous concepts and terms as we use them in this study require definitions starting some basic general terms, such as library collection, collection management and ending with specific concepts such as services in the libraries.

According to Harrod's Glossary, "collection management is the process of planning a stack acquisition program not simply to cater for immediate needs, but to build a coherent and reliable collection over a number of years, to meet the objectives of the services. The term demands the depth and quality of stack and includes associated activity towards exploitation of the collection through publicity, staff training etc. (Harrod's Glossary, 2000)"

## **Objectives of ICFRE**

- To undertake, aid, promote and coordinate forestry education, research and their applications.

- To develop and maintain a national library and information Centre for forestry and allied sciences.
- To act as a clearing-house for research and general information related to forests and wildlife.
- To develop forestry extension programmes and propagates the same through mass media, audio-visual aids and extension machinery.
- To provide consultancy services in the field of forestry research, education and allied sciences.
- To undertake other jobs considered necessary to attain these objectives.

### **Institutes under the Council**

ICFRE has nine Regional Research Institutes and four Research Centres located in different bio-geographical regions of the country to cater the forestry research needs of the nation. The regional research Institutes are located at Jodhpur, Dehradun, Shimla, Hyderabad, Coimbatore, Ranchi, Bangalore, Jorhat and Jabalpur, and the centres are at Aizawl, Agartala, Chhindwara and Allahabad.

#### **Research Institutes under the Council are:**

- Arid Forest Research Institute (AFRI), Jodhpur
- Forest Research Institute (FRI), Dehradun
- Himalayan Forest Research Institute (HFRI), Shimla
- Institute of Forest Biodiversity (IFB), Hyderabad
- Institute of Forest Genetics and Tree Breeding (IFGTB), Coimbatore
- Institute of Forest Productivity (IFP), Ranchi
- Institute of Wood Science and Technology (IWST), Bangalore

- Rain Forest Research Institute (RFRI), Jorhat
- Tropical Forest Research Institute (TFRI), Jabalpur

## **STATEMENT OF THE PROBLEM**

In earlier section according to various reviews, it was found that many studies have been conducted on collection management & services provided by the various institutes, but the management of collection & services in the libraries of institution under the Indian Council of Forestry Research and Education in India is not covered by any of the researcher. The research problem perceived under the topics **“Collection Management and Services in the Institute Libraries of Indian Council of Forestry Research and Education(ICFRE) in India: A Study”**.

Venture to examine collection, management and services facility obtainable in all institutes libraries of Indian Council of Forestry Research and Education (ICFRE) in India.

The title play important role in the research disciplines. The topic must show a horizon in the concern new area of the study.

## **OBJECTIVES OF THE STUDY**

Every good work or research work has so many types of objective. All studies, in research field depends upon objective. Because without objectives or aims any research would not be completed.

- To find out the types of collections available in the institutional libraries coming under the ICFRE.

- To find out the services provided by the institutional libraries of forestry research in India.
- To know the process of management of the collection done by the library staff.
- To check the facilities provided by the libraries of forestry research and education.
- To check the satisfaction level of the users about available collections and their services.
- To examine the problems faced by the ICFRE's institutional libraries in regard to their collection and services.

## **HYPOTHESES OF THE STUDY**

There are 9 institutes in ICFRE in India. It is supposed that all of them having good collection and well managed collection providing good services, facilities in the libraries. They have very good library infrastructure. They also face money crisis, skilled worker, and modern technology. Some institutes subscribe e- journals individually. Very few of libraries designed the policy for collection management and services of library. There are need for improving and adopting new technology timely. Therefore, the user may give some suggestions to improve current forestry collections and services in institute's libraries of ICFRE.

- ICFRE Library is having well organised collection for its users, applying best methods of collection management.
- The ICFRE Library is providing variety of services to fulfil the special needs of their users.

- Users of these libraries are totally satisfied with collections and services provided by these institutes.

## **SCOPE OF THE STUDY**

The study had covered 9 institutes' libraries coming under Indian Council of Forestry Research and Education (**ICFRE**). The list of these institutes is given below:

1. Forest Research Institute(**FRI**), Dehradun
2. Institute of Forest Productivity (**IFP**), Ranchi
3. Arid Forest Research Institute (**AFRI**), Jodhpur
4. Tropical Forest Research Institute(**TFRI**), Jabalpur
5. Himalayan Forest Research Institute(**HFRI**), Shimla
6. Rain Forest Research Institute, Jorhat (**RFRI**), Assam
7. Institutes of Forestry Bio-Diversity (**IFBD**), Hyderabad
8. Institute of Wood Science and Technology(**IWST**), Bangalore
9. Institute of Forest Genetics and Tree Breeding (**IFGTB**), Coimbatore

## **LIMITATIONS OF THE STUDY**

Indian Council of Forestry Research and Education (ICFRE) have 9 institutes and 4 centres, in different state of India. But in this study we have covered only 9 institutes. The present study is entitled, "*Collection Management and Services in the Institute Libraries of Indian Council of Forestry Research and Education (ICFRE) in India: A Study*". The main purpose of the study is to find the collection management and services of library collection in ICFREs institute libraries in India.

## **SIGNIFICANCE OF THE STUDY**

This study is very important for those professionals and users who want to know the process of collection management of the special libraries i.e. institutional libraries of the forestry research education etc. Generally many of the library professionals will be aware about the processes of the academic libraries that is something different from special libraries. So this study can help to those professionals and users who want to be familiarize with special libraries process, management and their services. As we know about special user, the satisfaction level of those professionals about available collection and their services can be identified through this study.

## **RESEARCH METHODOLOGY**

For conducting any research, planning of research is the most important aspect. Such planning acts as a guideline to investigate the problem. Many research problem requires various strategies be employed, which are related to the idea known as design or research design. According to Khanzode, V.V. “Research design means the exact nature of the research work in a systematic manner. It involves the information about the research work in view of framework of study, availability of various data observation, analysis, sampling etc. (Khanzode, 2004).” This chapter deals with the methodology used in this study. In the study survey method are used. The tool & technique for data collection used are questionnaire, observation & interview methods. mainly Questionnaire method have been used for data collection. Two types of questionnaire have been prepared: One for librarian and one for user. Both open ended and close ended questions have included.

“This study is based on primary data which has been collected from the Librarians and users of all institutes of ICFRE, through the distribution of questionnaires.

## **DATA ANALYSIS AND INTERPRETATION**

In the study data analysis and interpretation is in two parts. First part is survey of all ICFRE institute libraries. Collection of the Data through two types of Questionnaires. First one is for librarian and second one for library users to know statement of problem. Second part is analysis and interpretation of data.

## **RESULT AND DISCUSSIONS**

This study searches twelve major areas of collection management and services of libraries through interviews and questionnaire. Participants of the study continued focused during interviews, questionnaire and responded spontaneously to the questions asked on different aspects of the library services. Their responses are analyzed in the following paragraphs.

## **SAMPLING PROCEDURE**

### **Sample size:**

The ICFRE has 9 institutes and 4 centres. But in the study only 9 institutes have been covered. The librarians of all the institutes are surveyed and appropriate sample is chosen for conducting user study e.g. Convenience Sampling.

### **Referencing/Citation Style**

In the study reference and citation used is APA style

The fundamental findings of the research study are based on analysis and data interpretation has been below:

## **MAIN FINDINGS**

- ❖ Total eight Institute of ICFRE i.e. IFP, TFRI, AFRI, IWST, IFGTB, HFRI, RFRI, and IFBD have collection management and services in their libraries which is continuously revised and restructured constantly.
- ❖ One of the important findings of the study is related with the non-existence of staff. Surprisingly, there is strength of staff is not satisfactory. Total no of staff are 18 only
- ❖ Another one findings of the study is related with the allocation of budget. Surprisingly, there is no uniform and consistent policy for the allocation of budget as in some of the years; libraries have received inadequate funds while in some cases the funds have increased severely. This variation is witnessed from library to library and year to year and also the same library started receiving fewer budgets for some years.
- ❖ AFRI, IWST, IFBD have used UDC (**Universal Decimal Classification**) for the classification of the books. IFP, IFGTB, HFRI, RFRI have used DDC (**Dewey Decimal Classification**). Only TFRI are using CC (Colon Classification) and TFRI, IWST are using ODC (**Oxford System of Decimal Classification**) as Forestry classification scheme to classify the relative (forestry) books.
- ❖ The findings revealed that all the libraries consult International Periodical, directory and identify documents for selection through scientists and student recommendations.

- ❖ Another important finding of the study is related with the preference with respect to document format. As it has been claimed and to some extent acknowledged, that we are slowly moving towards a paperless Information system and society, notwithstanding this fact, in all the Surveyed ICFREs institute libraries; still published books are given preference for obtaining over collection and services.
- ❖ Though the increase in collection in these libraries is not significant but still majority of the libraries are facing space problem. This problem apparently might have been persisting ever since the libraries have come into being. In other words, it might be concluded that space allotted for the library has never been appropriate and sufficient and this need serious attention for the expansion of library building.
- ❖ The study has revealed some libraries have started the process of digitization of books. Only AFRI, IWST, RFRI have started digitization of some forestry collections/patents/theses/dissertations/project reports, etc.
- ❖ Findings of the study also suggests that in almost all the surveyed libraries, users' are also given due consideration, so far the collection building is concerned.
- ❖ This study also revealed that though ICFREs institute libraries are employing knowledgeable professional staff but the strength of the staff is not satisfactory barring TFRI and AFRI.
- ❖ One of the major findings of the study is related with the slow growth in the collection of books. More importantly, in some of the instances such as IFP and

IFBD, the growth in number of books is very less, despite the considerable increase in the budget particularly during 2012-13.

- ❖ Total eight surveyed libraries have not provided elementary level of computer training program which is the need of the hour particularly in the ever changing world of Information Communication Technology (ICT).
- ❖ All the surveyed libraries not having Radio Frequency Identification (RFID) system.
- ❖ An interesting finding related to the users is that in the collection building process, they actively participate in ICFREs institute libraries. Surprisingly, a thin minority, however, is still ignorant about their useful role in this process.
- ❖ Users are enjoying the day to day normal services of library but even in the special type of libraries such as ICFREs, a substantial portion of the users are not aware of specialized services like Selective Dissemination Services (SDI), Current Awareness Services (CAS) etc.
- ❖ Despite the fact that few surveyed libraries of ICFREs have started subscribing less number of journals, there was no resentment on the part of user community.
- ❖ Another important finding suggests that users are primarily satisfied with the infrastructural facilities of libraries as well as library collections and services.

- ❖ For the retrieval of bibliographic information about the documents, the majority of the users are using OPAC module of the Library Automation Software Package but still there are some users who find themselves comfortable with printed form of catalogue. This trend is seen in almost all the automated library system of India whether it is university or high rated institutes as has been confirmed in other related studies.
- ❖ The rating of attitude of library staff is also satisfactory as these users belong to core members of the institutes and obviously library staff who are junior to them in rank deals the users very positively.

## **CONCLUSION**

ICFRE is a network of 9 institutions, 4 Centre extends over the country. These institutes cover a large spectrum of forest science in India. ICFRE is a world class forest research institute of India. The range of forestry research services and support includes resource surveys, problem diagnostics, testing, calibration and certification and manpower training. ICFRE contributed significantly to the dissemination of scientific research results and spread of scientific temper and a culture of creativity in the country.

The libraries of different institutes of ICFRE are the major supporting services to achieve the targeted goals. The library of ICFRE research institute has collection of books, journals, technical trade literature, government documents, patents, standards, specifications, dissertations and theses, research reports, photocopies of research documents, microfilms and clippings etc. These materials are organized in scientific and helpful manner to serve the needs of scientist and researcher engaged in developing new

research in forestry science. A research supporting library provides effective and efficient services to its users.

Libraries of ICFREs institute are special in nature with the objective to cater to specific informational needs of scientists, researchers and to maintain updated scientific literature. ICFRE built performance-based budgeting systems for the laboratories. However, as per the findings of the study, it would be perhaps more in the benefits of users if these libraries should develop the collection. Also, it would be in the interest of Scientist Community if a range of IT-based services should be introduced. There is no doubt that if required some awareness on the part of user community, as well. But if sincere attention is paid towards these useful points, ultimately, research output of the whole country will be improved.

## **CHAPTERIZATION**

- Chapter 1** Introduction
- Chapter 2** Review of Literature
- Chapter 3** Profile of the institute libraries of ICFRE
- Chapter 4** Collection Management and Services: An Overview
- Chapter 5** Data analysis and Interpretation
- Chapter 6** Finding, Conclusion and Suggestion