Unit 2
Types of Libraries

Contents

2.0 Overview and Description

This chapter will create basic concept of library, types of libraries and functions and objectives of different types of libraries.

- **Knowledge and skills outcomes:**

    (i)   Concept of library

    (ii) Understand the different categories of the libraries

    (iii) Functions of libraries

    (iv) Objectives of libraries, and

    (v)   Develop awareness about different types of libraries.

- **Resource Materials:**

    (i)   Chris Rusbridge: "Toward the Hybrid Library", D-Lib Magazine, July/August 1998. Hybrid library.

    (ii) Gapen, K. G. (1993). The virtual library: Knowledge, society, and the librarian. In: L.M. Saunders (Ed.), The Virtual Library: Visions and Realities, pp.1-14. Westport: Meckler.

    (iii) Khanna, J.K. (1987). Library and Society. Kurukshetra: Research Publications.

    (iv) Kumar, K. (2006). Library organisation. New Delhi: Vikas Publishing House.

    (v)   Reitz, Joan M, (1996). Online dictionary for library and information science. Western Connecticut State University: Westport, Conn.

    (vi) S R Ranganathan. (1961). Reference service. 2nd ed. Bangalore: Asia Publishing House.

    (vii) UNESCO (1994). Public Library Manifesto. Paris : UNESCO.

    (viii) Witten, I.H. and Bainbridge, D. (2006) How to Build a Digital Library. Amsterdam; Morgan Kaufman Publishers.

Durations: 20 Hours

Learning outcomes:

Units		Leaning Outcomes You will be able to know and understand:
2.1.	Introduction	Concept of library
2.2.	Type of libraries	Basic Concept Definitions Objectives, Role & functions
2.2.1	Public library	Definitions Objectives, Role & functions

2.2.2	Academic library	Definitions Objectives, Role & functions
2.2.2.1	School library	Definitions Objectives, Role & functions
2.2.2.2	College library	Definitions Objectives, Role & functions
2.2.2.3	University library	Definitions Objectives, Role & functions
2.2.3	Special library	Definitions Objectives, Role & functions
2.2.4	National library	Definitions Objectives, Role & functions
2.3	Other Categories of libraries	Definitions Objectives, Role & functions
2.3.1	Traditional library	Definitions Objectives, Role & functions
2.3.2	Digital library	Definitions Objectives, Role & functions
2.3.3	Virtual library	Definitions Objectives, Role & functions
2.3.4	Hybrid library	Definitions Objectives, Role & functions
2.4	Practical	Identification libraries and their categories Visit to different types of libraries Make chart of type of libraries Make chart of categories of libraries

Assessment Plan (for teachers)

Units		Assessment Method	Time Plan	Remarks
2.1	Introduction	Discussion		
2.2	Type of libraries	Discussion Exercise: Question & answer		
2.2.1	Public library	Discussion Exercise: Question & answer		

2.2.2 Academic library	Discussion Exercise: Question & answer		
2.2.2.1 School library	Discussion Exercise: Question & answer		
2.2.2.2 College library	Discussion Exercise: Question & answer		
2.2.2.3 University library	Discussion Exercise: Question & answer		
2.2.3 Special library	Discussion Exercise: Question & answer		
2.2.4 National library	Discussion Exercise: Question & answer		
2.3 Other Categories of libraries	Discussion Exercise: Question & answer		
2.3.1 Traditional library	Discussion Exercise: Question & answer		
2.3.2 Digital library	Discussion Exercise: Question & answer		
2.3.3 Virtual library	Discussion Exercise: Question & answer		
2.3.4 Hybrid library	Discussion Exercise: Question & answer		
2.4 Practical	Identification libraries and their categories Visit to different types of libraries Make chart of type of libraries Make chart of categories of libraries		

2.1 Introduction

The library is an important social institution serving society in several ways. Their functions include, among others, educational, informative, economic, industrial and cultural. Different types of libraries provide support for different types of societies and organizations.

A library is a collection of information, sources, resources, and services. It is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books. No single library can possess all the information sought by the potential users. To meet information requirements of different types of users, different types of libraries exist. The libraries can be classified on the basis of mission and technology.

2.2 Types of Libraries

2.2.1 The Public Library

Public library is an integral part of the community. It has the social obligation to serve the whole community. The public library is the local center of information, making all kinds of knowledge and information readily available to its users.

Definition of Public Library:

(i)   According to UNESCO Public Library Manifesto 1949 which was revised in 1972, a public library is-

established under the "clear mandate of law";

maintained wholly from "public fund";

levies no "direct charge" (fees. from its users for any of its services);

open "for free and equal " use by all members of the community irrespective of race, colour, caste, creed, religion, age, sex, nationality, language, status or level of educational attainments;

the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision making and cultural development of the individual and social groups;

an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

(ii)   According to Dr. S. R. Ranganathan Public Library is "a public institution or establishment charged with the care of collection of books and the duty of making them accessible to those who require the use of them."

This definition describes two functions of a library:

(i)   the care of a collection of books means protection and preservation of collection.

(ii)   to make them accessible in real sense so that the right person can get right information at the right time.
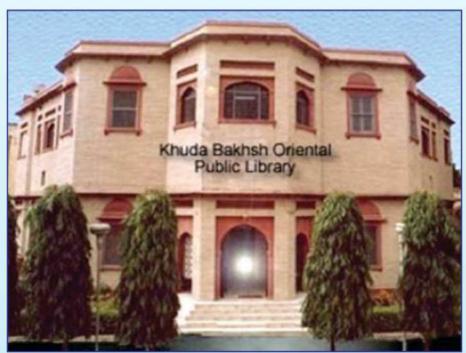
The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

Functions of Public Library

A modern public library performs following different functions in the society to achieve its objectives and works:

(i) Information Dissemination Centre

(ii) Life Long Learning Centre

(iii) Community's Intellectual Centre

(iv) Recreation Centre

(v) Community's Culture Preservation Centre

(vi) Instrument of Social Change

(vii) Representative of Democracy

The examples of the public libraries in India are - The Delhi Public Library, Khuda Bakhsh Oriental Public Library, Patna, Rampur Raza Library, Rampur, Thanjavur Maharaja Serfoji's Sarasvati Mahal Library, Thanjavur and Harekrushna Mahtab State Library, Bhubaneswar besides other state and municipal libraries.

Khuda Bakhsh Oriental Library (Source : http://kblibrary.bih.nic.in/)

Review Question:
- i.   What is a library?
- ii.   What are functions of library?

2.2.2 Academic Library

The academic libraries are those libraries which are attached to an educational institute. Education aims to impart knowledge and makes good citizens. Libraries are the repositories of knowledge and form an integral part of education. Libraries have a long history, starting with the chained and closed-access libraries of earlier times to the present-day hybrid, digital, and virtual libraries that use the latest technology for provision of information through various services. Accordingly, librarians have also changed from storekeepers who were concerned with protection of books against theft, mutilation, and pilferage, to that of information officers, navigators, and cybrarians who find themselves in the vast ocean of reading material and are busy in satisfying their clients who want anytime and anywhere information.

Definition of Academic Library

An Academic Library has been defined as: "a library which is associated or attached with any educational institution to support its educational programmes". Academic library is an integral part of formal education system which provides time bound education from primary school level to university level. An academic library works as a base for teaching, learning, research etc.

Libraries are only next in importance to schools, colleges and universities as means of educating the public. A library is a store-house of books of all kinds and on all subjects.

The academic library mainly serves to the student, faculty and staff of the organization concerned. We can categorize academic libraries into following three categories-

a)   School Library

A library associated or connected with a school and used by the students, teachers and staff of that school is called a school library.

Objectives of the School Library

A school library has the following objectives:-

- (i)   It supports all educational programmes of the school;
- (ii)   It cultivates reading habits in school children;
- (iii)   It develops their interest to use the library for their overall development;
- (iv)   It inculcates the habit of seeking help of additional sources other than text books;
- (v)   It develops self-learning skills of students;
- (vi)   It nurtures good moral values and principles in the children;
- (vii) It cultivates a feeling of respect and love for nation and its culture in the students;

(viii) It helps teachers to improve their teaching expertise;

(ix) It provides healthy material for recreational and entertainment purpose to students, teachers and staff members; and

(x) It keeps the teachers and management informed with the latest updates in education sector.

Functions of the School Library

To achieve the above said objectives a school library performs the following functions:

(i) It provides suitable documents and information helpful in educational programmes and extracurricular activities of the school;

(ii) It makes available text books and other additional reading material for all subjects as per the requirement of teachers and students;

(iii) It procures handy documents, illustrated picture books with bold and large fonts to create the interest of children in reading;

(iv) It procures latest teaching learning material in the form of books, CD, audio-visuals etc. to improve the teaching skills of teachers;

(v) It keeps reference books like dictionaries, year books, directories, encyclopedias, travel books etc. so that students and teachers can get help of these other than the text books;

(vi) It also keeps some books on easy self-learning like how to use computer, to develop the learning skills of students;

(vii) It makes available biographies, autobiographies of freedom fighters and other national and international personalities to develop respect and love for nation and humanity;

(viii) It procures magazines like Nandan, Champak, India Today, Readers Digest etc., different newspapers, and other light reading material like fiction books, general knowledge books, poetry books, short animated films, documentaries etc. for healthy recreation and entertainment purpose of students, teachers and school staff;

(ix) It provides books of simple and meaningful stories of classics, panchtantra, animals and birds etc. to give moral values and ethics to children; and

(x) It makes available biographies, autobiographies of freedom fighters and other national and international personalities to develop respect and love for nation and humanity;

(xi) It also procures bulletins, journals etc. on different subjects and various aspects of education to keep the teachers and school management updated in their respective areas.

b) **College Library**

A library associated or connected with a college and used by the students, teachers and staff of that college is called a college library.

Objectives of the College Library

The objectives of a college library are as follows:

(i)   It helps in all educational and instructional programmes of the college;

(ii) It develops a habit of deep and advanced studies of subjects beyond the text books of subjects, in students;

(iii) It enhances the understanding of different subjects or disciplines among students;

(iv) It prepares the students as an intelligent, aware, informative and enlightened person to play the role of a responsible citizen;

(v)   It assists the research work and lays down the initiative base for research work in students;

(vi) It informs the teachers with latest up-dates in their respective subject area; and

(vii) It provides healthy entertainment material to its users.

Functions of the College Library

To achieve its objectives a college library performs the following functions:

(i)   In order to help in all educational and instructional programmes of the college, the college library develops its collection by acquiring different documents like textbooks, audio-visuals etc. related to various courses offered by the college;

(ii) It also procures a good amount of more advanced books other than text books on different subjects to develop a habit of deep and advanced studies among college students;

(iii) It acquires reference books such as encyclopedias and other books on each and every aspect of different subjects to enhance the understanding of subjects among students on their own besides class-room teaching and text-books;

(iv) To prepare the students for different professions and occupations and to develop their skills, it procures self-learning material, competitive exam books etc. are provided by the library;

(v)   It procures newspapers, weekly and monthly magazines on current events, general knowledge books etc. to make aware its users about their surroundings;

(vi) It subscribes useful journals, research bulletins on different subjects as per the recommendations of faculty for research work and to keep the teachers abreast with the latest in their disciplines;

(vii) If some document is not available in the library it brings it on inter-library loan on demand of its users;

(viii) It also provides light reading material like fiction, biographies, magazines, travel book guides, audio-visuals etc. to give healthy leisure time to its users;

(ix) It procures general reference books such as dictionaries, directories, encyclopedias, yearbooks as well as some subject specific reference books;

(x) To make library and its use more accessible and easy, it makes proper classification, cataloguing, shelf arrangement, display of new arrivals and provides services like bibliographical, indexing, abstracting etc.; and

(xi) It provides orientation training to its new users to use the library and disseminate information time to time regarding new library services and latest books.

c) **University Library**

A library attached or associated with a university and used by students, teachers, researchers, administrative staff etc. of the university as well as by the other research workers, alumni outside the university is known as university library. It is also known as the heart of university. It works like an axis of all educational and research activities in all disciplines.

According to Dr. Krishan Kumar "a university library is a part of a university set up. Therefore, it exists to serve the objectives of its parent organization. Every library programme must support university's total programme. In other words, a university library should aim to advance the functions of its university. It should reflect character of the university". He also states that the major distinction between a college library and university library that a university library lays emphasis mainly upon research. Thus we find that research is a major objective of a university library. In others words, it circulates knowledge to generate new knowledge.

Objectives of the University Library

A University Library has the following objectives:

(i) To provide facilities for all teaching, learning, educational and research programmes of the university;

(ii) To cater to the information needs of teachers, students, researchers associated with the university;

(iii) It provides facilities to its users for intellectual development, which is a power of acquiring ideas through individual efforts;

(iv) It conserves knowledge;

(v) By putting knowledge to use for research purpose, it makes extension of knowledge; and

(vi) By providing latest knowledge to teachers in their field for effective teaching it makes transmission of knowledge possible.

Functions of the University Library

The universally recognized basic functions performed by a University Library are:

(i) By procuring comprehensive range of documents including books, manuscripts, journals, magazines, newspapers etc. on varied subjects, it conserves knowledge and ideas.

(ii) By processing the procured documents with the help of classification, cataloguing, proper shelf arrangements, it gives easy and open access of knowledge to its users;

(iii) In order to organize huge collection of documents, it keeps them in different sections on the basis of their categorization like text book section, reference section, journal section, thesis section etc.;

(iv) It provides facility of inter-library loan to its users, if document desired by user is not available in the library;

(v) A modern university library interacts with different information networks to give easy access to e-sources/ data to more users so that they could access the desired information even from their workplace. For example in India university libraries use the facility of INFLIBNET for the same purpose;

(vi) It also provides entertainment and healthy leisure to users by providing different newspapers, magazines, short story books, fiction, internet facility etc.

(vii) It gives the user orientation training to new enrolled users to make them feel at home and to acquaint them with the library system so that they could make maximum use of library services;

(viii) With the help of display of new arrivals, old book exhibitions, information bulletins about new library services etc., it keeps the users updated with the library activities; and

(ix) It provides reference service through reference section to establish a contact between the right reader and the right document in a personal way to attract more users.

2.2.3 Special library

The purpose of establishing these libraries is to cater for the information needs of specific classes of users. The resources of the library cover a particular subject or group of subjects. Special libraries are frequently attached to official institutions such as government departments, hospitals, museums, and the like. For the most part, however, they come into being in order to meet specific needs in commercial and industrial organizations. Special libraries are planned on strictly practical lines, with activities and collections carefully controlled in size and scope, even though these libraries may be and in fact often are large and wide-ranging in their activities; they cooperate widely with other libraries. They are largely concerned with communicating information to specialist users in response to—or preferably in anticipation of their specific needs. Special libraries have therefore been much concerned with the theoretical investigation of information techniques, including the use of computers for indexing and retrieval. It was in this area that the concept of a science of information flow and transfer emerged as a new field of fundamental theoretical study. The concept underpins the practices not only of special libraries but of all types of library and information services. They have a definable subject interest and the information supplied is up-to-date and is mainly meant for research purposes. Their collections, therefore, emphasize primary sources of information like journal articles, research reports, conference proceedings and periodicals. Some libraries also include books and some non-print materials.

Definition of the Special Library

According to American Library Association (ALA) glossary of library and information science- Special

Library is "a library established, supported and administered by a business firm, private corporation, association, government agency, or other special interest group or agency to meet the information needs of its members or staff in pursuing the goals of the organization. Scope of collections and services is limited to the subject interest of the host or parent organization".

In other words, special library collects updated and comprehensive information on the subject concerned with the parent organization and disseminate this information promptly to the people associated with the organization on demand and in anticipation.

Besides this, one other factor is that a special library develops its major collection:

a   on some special subject/field. For example, National Science Library, National Library of Medicine, libraries of government and non-government organizations like Parliament Library, library of Ministry of Law.

b   Of special kind of documents: For example, National Library for Blind, Dehradun keeps special collection of Braille and in audio books for persons with visual impairment, Library of Indian Standards Institute (ISI) mainly keeps collection of patents.

c   For some special user group like patients, children etc. For example, Children's Section in the Delhi Public Library.

Objectives of the Special Library

The main objectives of a special library are as follows:

(i)   It serves the information needs of its parent body;

(ii)   It disseminates updated and significant information in the concerned field;

(iii) It gives pinpointed information promptly;

(iv)   It provides desired information to its users on demand and mostly in anticipation; and

(v)   The users also get new ideas and inspiration to initiate new projects.

Functions of the Special Library

A special library performs primarily the following functions:

(i)   It selects and procures documents and other sources of relevant information;

(ii)   It processes the procured information or documents with the help of classification, cataloguing, shelf arrangements etc. to make them easily available for the users;

(iii) It subscribes to a good number of journals related to its area;

(iv)   It provides indexing and abstracting services to the users to save their time;

(v)   It provides reference services to the users by telephone, by post or by e-mail;

(vi)   It gives current awareness service (CAS) regarding new arrivals and latest services to the users;

(vii) It provides Selective Dissemination of Information (SDI) service to the users as per their subject interest and requirement;

(viii) It also gives document delivery service to its users at their doorstep;

(ix) It brings out library bulletins weekly / fortnightly / monthly to keep the users up to date with latest information;

(x) It gives translation services to provide the desired information to the users in their convenient language;

(xi) It also provides intranet as well as internet facility to the users in order to access the library collection and catalogues at their desktop;

(xii) It responds to the reference queries and make retrospective search of literature as per the users' demand;

(xiii) It compiles bibliographies, union catalogues, documentation lists, newspaper- clippings, accession lists etc. to save the time of its users;

(xiv) It provides inter library loan (ILL) facility to the users; and

(xv) It gives user orientation training through personal interaction with users and by library brochure and pamphlets to make the users familiar with the library collection and services.

2.2.4 National library

In most countries there is a national or state library or a group of libraries maintained by national resources, usually bearing responsibility for publishing a national bibliography and for maintaining a national bibliographical information center. National libraries strive principally to collect and to preserve the nation's literature, though they try to be as international in the range of their collections as possible.

Most national libraries receive, by legal right (known in English as legal, or copyright, deposit) one free copy of each book and periodical printed in the country. Certain other libraries throughout the world share this privilege, though many of them receive their legal deposit only by requesting it.

The National Library in Kolkata, The Bibliothèque Nationale in Paris, the British Library in London, and the Library of Congress in Washington, D.C., are among the most famous and most important national libraries in the Western world. Their importance springs from the quality, size, and range of their collections, which are comprehensive in scope, and from their attempts to maintain their comprehensiveness. They achieve the latter quality with diminishing success in view of the vastly increased number of publications that daily appear throughout the world, the failure of publishers to provide legal-deposit copies, and the difficulty of ensuring adequate representation of publications issued in the developing countries.

A national library keeps all documents of and about a nation under some legal provision and thus represents publications of and about the whole nation.

For example:

(i) National Library of India-Kolkata,

National Library of India - Kolkata
Website : www.nationallibrary.gov.in

(ii)   British Library-London,

(iii)   Library of Congress- Washington,

(iv)   The Russian State Library-Moscow,

(v)   The Bibliothèque Nationale- Paris.

The National Libraries may be grouped as:

(i)   by comprehensive functions - National Library of India, Kolkata.

(ii)   by subject -National Medical Library, Delhi.

(iii)   by special user group served -National Library for the Blind, U.K.

(iv)   by type of material -The Saraswati Mahal Manuscript Library, Thanjavur.

The UNESCO defines the national Library

Libraries which, irrespective of their title, are responsible for-

(i)   Acquiring and conserving copies of all significant publications published in the country;

(ii)   Functioning as a 'depository' library, whether by law or under other arrangements.

And performs the following functions also:

(i)   producing a national bibliography;

(ii)   holding and keeping up to date a large and representative collection of foreign literature, including books about the country;

(iii)   acting as a national bibliographical information center;

(iv)   compiling union catalogues;

(v)   publishing the retrospective national bibliography.

This definition states that libraries which may be called 'national' but whose functions do not correspond to the above definitions should not be placed in the 'national libraries' category.

Objectives of a National Library

(i)   It procures nation's all literary output under legal provision as well the foreign literature about that nation;

(ii)   It works as a depository house for the said heritage by preserving it;

(iii)   It disseminates information about the stored and procured literary wealth through different publications and services;

(iv)   It works as a national referral and bibliographic exchange center; and

(v)   It coordinates with the other libraries in a country to develop a national library system.

Some basic functions performed by a national library are:

(i)   It works as a national depository library for all literary work published in the country;

(ii)   It freely collects copies of all published material in the country under legal provision or by law;

(iii)   It also procures foreign publications about the country; and by the authors of Indian origin living abroad;

(iv)   It compiles national bibliographies to disseminate information about literary output of the country;

(v)   It works as an apex body of the national library system and coordinates with other libraries in the country;

(vi)   It develops and maintains different bibliographic data bases and works as a national bibliographic center;

(vii)   It also exchanges data and documents at national and international level;

(viii)   It produces national union catalogues, current, retrospective and subject bibliographies;

(ix)   It makes provision for practical training of library professionals;

(x)   It procures and preserves manuscripts;

(xi)   It also keeps photocopy collection of available documents for national and international library lending;

(xii) It provides reading, lending, consulting facilities to researchers, writers and other users;and

(xiii) It works as a national referral center of authentic information for all literary work of the country and responds to all national and international queries from individuals as well as from private and government organizations.

Review Questions

   i.   Define Public library according to the UNESCO Public Library manifesto 1972.
   ii.   Define special library according to ALA?
   iii. Write objectives and functions or special libraries?
   iv.   Define National library according to the UNESCO?
   v.   Write the objectives and basic functions of National Library?

2.3   Other Categories of Libraries

Apart from the above classification of the libraries, they can be divided on the other parameters like the use of technology, type and formats of the documents and information handled etc. i.e. traditional libraries, virtual libraries, digital libraries and hybrid libraries.

2.3.1 Traditional Libraries

Traditionally, libraries were collection of books, manuscripts, journals, and other sources of recorded information. A traditional library is characterized by the following:

(i)   emphasis on storage and preservation of physical items, particularly books and periodicals;

(ii)   cataloging at a high level rather than one of detail, e.g., author and subject indexes as opposed to full text;

(iii) browsing based on physical proximity of related materials, e.g., books on sociology are near one another on the shelves;

(iv)   passivity; information is physically assembled in one place; users must travel to the library to learn what is there and make use of it.

2.3.2 Virtual Libraries

Virtual Library is another kind of Digital Library which provides portal to information that is available electronically elsewhere. This is referred so to emphasize that the library does not itself hold content. Librarians have used this term for a decade or more to denote a library that provides access to distributed information in electronic format through pointers provided locally. The Virtual Library is a collection of full text e-books, journals and databases from various publishers and sources which can be accessed by RSC members at any time from any internet connected computer, laptop or other portable device.

A Virtual Library has been defined by Gapen (1993) as, "the concept of remote access to the contents and services of libraries and other information resources, combining an on-site collection of current and heavily used materials in both print and electronic form, with an electronic network which provides access to, and delivery from, external worldwide library and commercial information and knowledge sources". The speedy and wide access to current information contents makes virtual libraries a global symbol of the information access paradigm.

The Virtual Library has changed the traditional focus of librarians on the selection, cataloguing and management of information resources such as books and periodicals. The virtual library is putting emphasis on access without the need to allow for the time required by these technical processes. Virtual Libraries have induced libraries, scholars, publishers and document delivery vendors to develop new partnerships that are working for the good of scholarly communication in both developed and developing countries.

Functions of a Virtual Library

The function of a Virtual Library is to ensure the systematic development of the means to collect, store, and organize information and knowledge in digital form and to provide easy and affordable access to it around the clock from various locations. In general, a Virtual Library should:

(i)   provide ICT-based access to a range of digitally available publications for educational, purposes available in the public domain and from other sources;

(ii) provide access to distance education materials;

(iii) contribute to the efficient delivery of information to students, researchers and teachers of all universities and other educational institutions;

(iv) strengthen communication and collaboration between and among the research, library and educational communities, nationally, regionally and internationally; and

(v)   offer lifelong learning opportunities.

Advantages of Virtual Library

(i)   Virtual libraries provide immediate access to a range of resources not available in physical collections. Virtual libraries allow unprecedented access to information and ideas. "A paradigm shift takes place from libraries as collectors of items to libraries as facilitators of access to all kinds of information, provided by anybody, located anywhere in the world, accessible at any time".

(ii) Physical libraries operate with designated hours, virtual libraries are available anytime and anywhere where there is an Internet connection.

(iii) Virtual libraries offer opportunities for learning that are not possible in their physical counterparts. Virtual libraries complement other virtual learning environments, such as those provided in distance education and courses offered online, and like virtual learning environments, providing flexibility of time and place.

(iv) Virtual libraries often contain more up-to-date information than physical collections. Their sources can be searched more efficiently than those in physical libraries, and the information they contain can be updated more frequently.

(v) Well-designed virtual library collections are organized and managed to increase productivity and efficiency of the user.

(vi) Virtual libraries empower the user and promote informal learning.

(vii) Virtual libraries can be customized for particular schools, grades, and subjects.

(viii) This variety of formats in presentation and navigation is quite different from that of a physical library. Thus, virtual libraries support specific communities of interest, thereby, creating global communities of learners.

(ix) Virtual libraries break down the physical barriers between users and information sources. Through the use of audio and video, virtual libraries can also make resources available to users that are visually and hearing impaired, and they make these resources available in their homes. Virtual libraries of the future may integrate voice, video, and text for users involved in distance education in remote locations.

2.3.3 Digital Libraries

Digital libraries are a collection of digital information in various forms that is accessed electronically by the Internet and computer networks. "A digital library is an organized collection of information, a focused collection of digital objects, including text, video, and audio, along with methods for access and retrieval, and for selection, organization, and maintenance of the collection." (Witten and Bainbridge, 2002)

Working definition of "digital library" that makes sense to librarians ? As a starting point, we should assume that digital libraries are libraries with the same purposes, functions, and goals as traditional libraries like collection development and management, subject analysis, index creation, provision of access, reference work, and preservation. A narrow focus on digital formats alone hides the extensive behind-the-scenes work that libraries do to develop and organize collections and to help users find information.

Characteristics of the digital library

(I) digital libraries are the digital face of traditional libraries that include both digital collections and traditional, fixed media collections. So they encompass both electronic and paper materials.

(ii) digital libraries will also include digital materials that exist outside the physical and administrative bounds of any one digital library.

(iii) digital libraries will include all the processes and services that are the backbone and nervous system of libraries. However, such traditional processes, though forming the basis digital library work, will have to be revised and enhanced to accommodate the differences between new digital media and traditional fixed media.

(iv) digital libraries ideally provide a coherent view of all of the information contained within a library, no matter its form or format.

(v) digital libraries will serve particular communities or constituencies, as traditional libraries do now, though those communities may be widely dispersed throughout the network.

(vi) digital libraries will require both the skills of librarians as well as those of computer scientists to be viable.

Advantages of Digital Library

Digital libraries have edge over the traditional libraries. Traditional libraries are limited by storage space; digital libraries have the potential to store much more information. The cost of maintaining a digital library can be much lower than a traditional library. A physical library must spend large sums of money paying for staff, book maintenance and additional books. Digital libraries may reduce or, in some instances, do away with these expanses. Both types of library require cataloguing input to allow users to locate and retrieve material. Digital libraries may be more willing to adopt innovations in technology providing users with improvements in electronic and audio book technology as well as presenting new forms of communication such as wikis and blogs; conventional libraries may consider that providing online access to their OPAC catalogue is sufficient. An important advantage to digital conversion is increased accessibility to users. They also increase availability to individuals who may not be traditional patrons of a library, due to geographic location or organizational affiliation.

No Physical Boundary - The user of a digital library need not to go to the library physically; people from all over the world can gain access to the same information, as long as an Internet connection is available.

Easy and Round the Clock Availability - A major advantage of digital libraries is that people can gain access 24/7 to the information.

Multiple Access - The same resources can be used simultaneously by a number of institutions and patrons. This may not be the case for copyrighted material: a library may have a license for "lending out" only one copy at a time; this is achieved with a system of digital rights management where a resource can become inaccessible after expiration of the lending period or after the lender chooses to make it inaccessible (equivalent to returning the resource).

Information Retrieval - The user is able to use any search term (word, phrase, title, name, and subject) to search the entire collection. Digital libraries can provide very user-friendly interfaces, giving clickable access to its resources.

Preservation and Conservation - Digitization is not a long-term preservation solution for physical collections, but does succeed in providing access copies for materials that would otherwise fall to degradation from repeated use. Digitized collections pose many preservation and conservation concerns that analog materials do not.

Space - Whereas traditional libraries are limited by storage space, digital libraries have the potential to store much more information; because digital information requires very little physical space to contain them and media storage technologies are more affordable than ever before.

Added Value - Certain characteristics of objects, primarily the quality of images, may be improved. Digitization can enhance legibility and remove visible flaws such as stains and discoloration.

2.3.4 Hybrid Libraries

The name hybrid library is intended to reflect the transitional state of the library, which today can neither be fully print nor fully digital. As we have seen, in so many cases the results of adding technology piece-meal are unsatisfactory. The hybrid library tries to use the technologies available to bring things together into a library reflecting the best of both worlds.

The hybrid library is on the continuum between the conventional and digital library, where electronic and paper-based information sources are used alongside each other. All the major libraries falls in this category, which are maintaining traditional document collection and digital collection and mix library services. Users of this type of libraries can get maximum of the two worlds at one place and time.

Issues in Hybrid Library

Some of the challenges being faced by the hybrid libraries are the digital divide, interoperability, collection development, ownership of electronic resources and preservation of digital media.

Any advancement in information technology will be useful only when you know how to use it. The term digital divide is used to describe the gap between those with information technology knowledge and those who do not.

Majority of the libraries these days are hybrid libraries. The libraries own and subscribe to different resources in different formats. Some of the common formats are e-journals, serials, print monographs, CD and DVD. The main components of digital library framework are user interfaces, repository, handle system, and search system. The handle system and search system are the major components that should be designed with interoperability features to search across different repositories owned by different vendors. The user interface should be designed in a generic way that it helps library patrons develop a common knowledge to do advanced searches across all repositories.

Collection Development

Collection development is another challenge facing the hybrid libraries. The process of collection management in a hybrid library is similar to that of a traditional library. Hybrid libraries follow the same policies and procedures followed in traditional library collection development.

Ownership of Electronic Resources

Ownership of electronic resources is another issue facing the hybrid libraries. Ownership of electronic

materials is virtual and not physical. There are no clear policies about the ownership of electronic materials once the subscription is cancelled or expired. Libraries have to pay attention to the legal contracts from the database vendors. If the libraries plan on archiving the electronic resources, then there are legal issues related to it. The most prominent legal issues are intellectual property and authenticity of digital information.

Preservation of Digital Media

With any new advanced technology related to digital information storage, the main question to be answered is its durability. Digital storage media like disc or tapes deteriorate over time. The main question related to digital preservation is what and how much should be preserved. To make the preservation of digital media cost effective, standardization of different media format is required. Following are the three possible approaches.

Technology Preservation, Emulation, and Migration

In technology preservation, both hardware and software related to digital information are preserved. This may not be cost effective because changes to hardware and different versions of software need to be either maintained or constantly upgraded.

In emulation, some emulator software programs will mimic the hardware and software of the original data and display in the original format. In migration, digital information is converted to a standard media with standard format.

Review Questions

1. Differentiate between virtual library and Digital library.
2. Define Hybrid library.
3. Discuss the different issues involved in Hybrid library.
4. List the different types of libraries.
5. Enumerate the objectives of school libraries.
6. Enumerate the functions of school libraries.
7. Enumerate the functions of college libraries.
8. Discuss the advantages of virtual libraries.
9. Differentiate between a traditional library and a modern library.

2.4 Summary

In this unit you have read about concept of library and different types of libraries, i.e. Public Library, Academic Library, Special Library and National Library. Also functions, objectives of other categories of the libraries – Traditional Library, Digital Library, Virtual Library and Hybrid Library have been elaborated. You have familiarized with the importance of libraries for the society as a whole. The libraries play an important role in building well-informed, skilled and productive individuals and tries to achieve this in a democratic way.

2.5 Exercise

1. Discuss the concept of library on the following points:
   - (i) Library is collection of information sources, resources and services;
   - (ii) Social institution
   - (iii) Educational role
   - (iv) Recreational role
2. Explain the following types of libraries
   - (i) Public library
   - (ii) Academic library
   - (iii) Special library
   - (iv) National library
3. Explain the other category of libraries
   - (i) Traditional libraries
   - (ii) Digital libraries
   - (iii) Virtual libraries
   - (iv) Hybrid libraries

2.6 Practical

Identification of different types of libraries

Searching information from Dictionaries and Encyclopaedias

Make chart for types of libraries, objective and functions of the libraries

Visit to all types of libraries.

2.7 Glossary (Meaning of Terms, Jargons and Abbreviations)

Academic Library	A library that is an integral part of a college, university, or other institution of post-secondary education, administered to meet the information and research needs of its students, faculty, and staff.
American Library Association	The leading professional association of public and academic libraries and librarians in the United States
Bibliography	Strictly speaking, a systematic list or enumeration of written works by a specific author or on a given subject, or which share one or more common characteristics (language, form, period, place of publication, etc.).
Bibliothèque Nationale	National Library of France

Collection development	The process of planning and building a useful and balanced collection of library materials
Cybraians	A shortened form of cyber librarian, coined from the terms "cyberspace" and "librarian" to refer to a librarian whose work routinely involves information retrieval and dissemination via the Internet, and the use of other online resources. Despite its catchy sound, the appellation has not been widely adopted within the library profession.
Digital Library	A library in which a significant proportion of the resources are available in machine-readable format, rather than in print or on microform.
Digital media	Multimedia
Emulation	The process by which a computer program or device designed to allow one system to imitate another accomplishes that task. Terminal emulation software allows a PC user to log on to a mainframe as if it were the type of terminal normally used for that purpose.
Encyclopedia	A book or numbered set of books containing authoritative summary information about a variety of topics in the form of short essays, usually arranged alphabetically by headword or classified in some manner.
Hybrid Library	A library having all types of documents, digital and virtual etc.
INFLIBNET	Information & Library Network
Journals	Periodical devoted to disseminating original research and commentary on current developments within a specific discipline, sub-discipline, or field of study (example: Journal of Clinical Epidemiology), usually published in quarterly, bimonthly, or monthly issues sold by subscription.
Library	A collection or group of collections of books and/or other materials organized and maintained for use (reading, consultation, study, research, etc.).
National Library	A library designated and funded by a national government to serve the nation by maintaining a comprehensive collection of the published and unpublished literary output of the nation as a whole, including publications of the government itself.

Preservation	Prolonging the existence of library and archival materials by maintaining them in a condition suitable for use, either in their original form or in a form that is more durable, through retention under proper environmental conditions and actions taken after a book or collection has been damaged to prevent further deterioration.
Public Library	A library or library system that provides unrestricted access to library resources and services free-of-charge to all the residents of a given community, district, or geographic region, supported wholly or in part by public funds.
Special Library	A library established and funded by a commercial firm, private association, government agency, nonprofit organization, or special interest group to meet the information needs of its employees, members, or staff in accordance with the organization's mission and goals.
Text-books	An edition of a book specifically intended for the use of students enrolled in a course of study or in preparing for an examination on a subject or in an academic discipline, as distinct from the trade edition of the same title, sometimes published in conjunction with a workbook, lab manual, and/or teacher's manual.
Virtual Library	A "library without walls" in which the collections do not exist on paper, microform, or in any tangible form, but are electronically accessible in digital format.