Chapter-1

Library, Information and Society: Role and its implications

Location	Learning Out come	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
Unit-1: Library, Information and Society: Concepts				
Classroom or Library	Understanding the need, purpose and Functions of a Library	**Definition, Purpose, Functions**	Chart out: Need, Purpose and Functions of a Library.	**Interactive lecture:** Understanding **Definition of Library** its need, purpose and functions **Activity:** Visit a library and prepare alist functions performed by the library.
	Understanding the role of Library in Modern Society	Role of Library in: • Education • Research and Development • Information Dissemination • Promotion and Development of culture • Recreation and Leisure	Chart out Role of Library in: • Education • Research and Development • Information Dissemination • Promotion and Development of culture • Recreation and Leisure	**Interactive lecture:** Discuss role of Library in: • Education • Research and Development • Information Dissemination • Promotion and Development of culture • Recreation and Leisure **Activity:** Visit a library and collect the information on how the library is promoting education, research, culture etc. through its services?

Location	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
	Understanding the concept of trinity	Concept of trinity	Chart out Components of trinity in alibrary	**Interactive lecture:**Trinityand Library
Location	**Learning Outcome**	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
Unit 2 A:Types of Libraries and their Role				
Classroom or Library	Understanding the various types of Libraries	**Definition of different types of Libraries**	Chart out: Different types of Libraries	**Interactive lecture:** Types of Libraries and their role. **Activity:** Prepare profile of any one
	Understanding of objectives and functions of Libraries of different kinds	• Objectives • Functions	Objectives and Functions of: National Library Academic Library Special Library Public Library	type of Library

Location	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
Unit 2 B: Changing formats of Libraries				
Classroom, Library or Computer Laboratory	Understanding the concept of : • Digital Library • Virtual Library • Hybrid Library	Definition and Characteristics of • Digital Library • Virtual Library • Hybrid Library	Chart out: Differences among: • Digital Library • Virtual Library • Hybrid Library	Interactive lecture: Libraries of new format: • Digital Library • Virtual Library • Hybrid Library Activity: Name and address/URL of a few Digital, Virtual and Hybrid Library

Location	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
Unit 3: Five Laws of Library Science and their implications				
Classroom/ Library	Understanding the concept of Five Laws of Library Science	Knowledge of Five Laws of Library Science	Chart out: Laws of Library Science	**Interactive lecture:** Understanding laws of Library Science
	Understanding the implication of Five laws on the functioning of Libraries	Knowledge about the implication of Five Laws.	Chart out: Implication of Five Laws.	**Interactive lecture:** Understanding of Implication of Five Laws of Library Science **Activity:** Visit a library and point out the implications of five laws in the library

Unit 1 | Library, Information and Society: Concepts

1.1.0 Introduction

The information and knowledge are the driving factors in the development of the society. The human is the most intelligent among all category of living world. It gathers the information and converts them into knowledge and further used it to improve the Living standard of the people. The need and desire are the two motivating factors for acquiring knowledge since the inception of the society. Initially, the knowledge used to be preserved and transferred through oral traditions. When the volume of knowledge grew, people invented the mechanism of recording them through writings. The organised set of such records called documents.

The society continued to develop and accordingly the volume of knowledge grew. Due to such developments, different civilizations emerged. With the advent of civilization different organizations as educational, political, administrative, cultural, religious, social, etc. were established. This organizational approach of the society increased the intellectual activities of the human being. The milestone was achieved in the history of preservation and dissemination of information and knowledge by the invention of printing technology. Because of all these developments, quest for knowledge and to disseminate as well as to preserve them for the next generation, the concept of library emerged and got institutionalized.

1.1.1 Definition, Objectives, Purpose and Role of Library in the development of Modern Society

1.1.1.1 Definition of a Library

The word "Library" means in English "a collection of books gathered for study, research, reference and recreation". It is being perceived that it has derived from a Latin word ' liber' which means 'a book'. The definition of library has changed as its functions have changed since it inception. Let's

see some of the definitions provided by different reference sources and the scholars of Library and Information Science.

The Oxford Dictionary defines library as "a building or room containing collections of books, periodicals, and sometimes films and recorded music for using or borrowing by the public or the members of an institution".

The Merriam-Webster's Dictionary says that "a place in which literary, musical, artistic, or reference materials (as books, manuscripts, recordings, or films) are kept for use but not for sale".

The Oxford Companion to the English Language says that the "library is a collection of books, periodicals and/or other materials, primarily written and printed".

The Harrold's Librarians' Glossary and Reference Book explains library as:

(a) A collection of books and other literary material kept for reading, study and consultation.

(b) A place, building, room or rooms set apart for the keeping and use of a collection of books, etc.

(c) A number of books issued by one publisher under a comprehensive title as the „Loeb Classical Library', and usually having some general characteristic, such as, subject, binding, or typography.

(d) A collection of films, photographs and other non-book materials, plastic or metal tapes, disks and programs.

The observations of definitions, provided above make us understand a library as:

"A physical space such as a building, part of a building, room or rooms or such place having collection or collections of intellectual or literary output of a society such as manuscripts, books, periodicals, newspapers, pamphlets, written or printed records, tape, artefacts or any literary and artistic materials for reading, reference, or lending purpose".

Initially, library was considered as a storehouse of books. The main function of a library was to preserve the human thought and knowledge of the society. The 'use' and 'utilization' factors of those preserved knowledge was not evident from. But as society advanced the use of the knowledge preserved in the library become more prominent. Hence, the definition given by S. R. Ranganathan, father of library science in India, is more appropriate from the perspective of use of the library materials and their preservation.

Ranganathan says "a 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 to use them". Here, the term 'book' symbolizes the library collection which may be book, periodicals, or any other material kept in a library.

1.1.1.2 Purpose of a Library

The definition of a library, given by Ranganathan, makes us to understand the status of a library in the society. He designates the library as a public institution. This status itself set goals and objectives for a library. Being public institution, it has the responsibility to serve the public without any reservation or biasness. Further, he says 'care of collection of books' which, refers to the organization, maintenance, and preservation aspects of the library materials so, it can serve the society or community for a longer period. The final and the most important factor in his definition is 'making them accessible'. This aspect of the definition of a library set agenda to provide service to the society. The collection of a library should be made available to the public for use or consultation who so ever and whenever required by them.

Hence, the purpose of a library is to serve the society through the records of human thoughts, ideas and expressions by making them available as and when required by the member of the society, as well as preserve them for the coming generations, as those records are the intellectual wealth of the society.

1.1.1.3 Functions of a Library

As the society developed the responsibility of the library also grew. The functions of a library in the modern society falls in two categories, namely (i) preservation of the intellectual heritage of the society in the form of literary work which are being termed as information sources; and (ii) make these literary works accessible to the people of the society. On the parameters of these two categories, the functions of a library can be illustrated as to:

(a) Collect, maintain and make available the information sources to the people of the society to help them to make them aware of the available literature and to think and act independently.

(b) Foster and promote the dissemination of information, education and cultural heritage to promote enlightened citizenship and to enrich personal life;

(c) Provide opportunity and facility for formal and informal life-long self-education to the member of a community irrespective of age, caste, creed, colour, gender or any other human characteristics.

(d) Preserve the intellectual, literary and cultural heritage of humanity for posterity as resources for research and development.

(e) Provide reliable information to all citizens without any bias and prejudice.

(f) Facilitate advancement of culture in the community.

The above-mentioned functions of a library make it an important institution for the development of the society.

1.1.1.4 Information and Library

Information has remained the changing force in the society from the foundation of civilization to the modern society. It has played defining role in the evolution process. People from different fields of studies; have tried to understand information with the background of their own area of expertise. Hence, there is no universal acceptability of meaning of information, but, it can be better understood when it would be discussed with its associated terms which are data, information, knowledge and wisdom in sequence. Let's discuss the concept of data, information, knowledge and wisdom, their association as well as their independent existence.

In the modern society, information is being considered a vital economic resources and backbone of growth and development. People in different subject area require information on various subjects in different forms and with different emphasis, approaches and explanations. It applies in various ways in day-to-day usage as well as in research and studies. For researchers, it can be considered as a thing, resource or a commodity that can be produced, purchased, replicated, distributed and communicated. Ultimately, it becomes factors or attributes in creating knowledge. Information is a related concept. It gets created through processing and/or analysing data and further creates knowledge. Hence data creates information, information creates knowledge and knowledge creates wisdom

We may define Information as "the factual data, ideas and other knowledge emanating from any segment of society that are identified as being of value, sometimes gathered on a regular basis, organized in some fashion, transmitted to others and used in some meaningful manner". In other words, we can say that information is a core value or entity; gathered on a regular basis and collected in organized manner, have some accurate value and a part of distribution or transmission of the values. These values can be used for decision making.

Information gets generated as a result of processing data of various human or cosmic activities, events or incidents taking placed purposefully or naturally. Human factors involve both, individuals and corporate bodies. The Knowledge is an organized statement of facts or ideas, presenting a reasoned judgement or an experimental result, which is transmitted to others though communication in some systematic form. Information becomes knowledge when it is assimilated and shared with others. As we have studied above, data as raw facts and figures; information assimilates the data and organized in a meaningful manner and when this information widespread, distributed or shared among the people though communication becomes knowledge. Knowledge can be viewed in different ways and can be categorised broadly as personal and public knowledge.

The personal knowledge is the knowledge of an individual which may be communicated to others, through that individual only. The public knowledge is possessed collectively by the society. It is available for all in the society in the form of information products and services.

Michael Polayani had given two categories of knowledge as tacit and explicit knowledge. Tacit knowledge is the knowledge of an individual which may or may not be expressed or shared while, explicit knowledge is that which is expressed to others orally, in a recorded form or through any communication channels.

Wisdom is the highest form of knowledge which can be acquired but not transferred. It is an individual trait or expertise acquired through the application of sound knowledge, ability to see far ahead in future and capability of selecting right things from the alternatives and taking right decision.

After analysis of Data, information, knowledge and wisdom, we can say that these concepts have well established relationship. In this series the data possess least value while the wisdom the highest one.

1.1.1.5 Role of Library in the development of Modern Society

Library and society is inter-linked and inter-dependable. This is the strong perception and realised truth that the development in the society is not possible without library. The society we live today has been termed as information society as maximum population is engaged in the profession where information and technologies are both raw as well as finished products of the human efforts. The present stage of the society is the result of the collective intellectual human endeavour for centuries.

The close observations of the socio-economic and cultural development of the society may give us an idea about the role of information, knowledge and library in shaping the modern society. The society has been segmented in three different phases on the development graph. This segmentation is based on the vocation and profession of the population of the society.

The first phase is known as „agrarian society'. The main occupation was agriculture. Maximum population of the society was engaged in cultivation, fishing and mining using muscular energy. The Living standard of the mass was simple hence, their needs were also limited. Gradually, the population of the society grew accordingly their needs increased. By the time people started to accumulate knowledge and apply them in improving the human lives.

Then, the second phase is called 'industrial society' as maximum population of the society become occupationally dependant on industries. The invention of different technologies took place in the society because of the application of information and knowledge. These inventions produced

machines and equipment which replaced muscular energy with mechanical energy. Now, the society started to produce the goods and products based on the raw materials produced.

(by agrarian activity.) This phenomenon brought the industrial revolution and changed the dynamics of the society. Large number of the population got engaged in the production houses. People acquired information and used it as the resources in organising and improving the production lines which brought industries in existence. The society moved from the agricultural occupation to industry-based occupation.

The third phase of the society is being termed as 'information society'. The human quest grew more, and people put more efforts in research and development. The information became the centre of economic, political and cultural activities. Maximum population of the society got engaged in the occupation in which creation, distribution, use, integration and manipulation of information became significant and provided livelihood. The information became both raw as well as finished product of a large number of human activities.

By analysing the growth of the society from agrarian to information society, we find that the backbones of the growth are information and knowledge. In the process of development, many institutions took shape to support this growth. Out of those institutions the most important is the educational institutions. Initially, the educational institutions used to run in oral traditions where generation to generation knowledge used to transfer orally. As the volume of knowledge grew and the human activities were getting institutionalized, people invented recording mechanism through writing and further invented printing technology for preservation and dissemination of information and knowledge.

If we visualise the picture of the development of the society then we find that the whole process has revolved around the information and knowledge. When the society invented the writing mechanism, the library came in existence. After that, the library became the backbone of the development process.

In the changing context of the society, the role of library has also changed dynamically. The library in modern society is being considered a service agency. It organises and facilitates the use of information and knowledge for the development of an individual as well as the society. Pierce Butler has stated in his Introduction to Library Science that "the basic elements of librarianship consist in the accumulation of knowledge by society and its continuous transmission to the living generation so far as these processes are performed through the instrumentality of graphic records". Here, the graphic records refer to the recorded information and knowledge as, books, periodicals, audio-visual records, etc. Here, the concept of "continuous transmission to the living generation" gives library the status of service agency.

Over the centuries, library has also developed different models to serve the society. Presently, we have different types of libraries to cater wide range of the informational need of the society. **Broadly, we have three models of libraries namely (a) Academic (b) Public and (c) Special library.** Apart from these three models or types of library, we have one unique type that is National Library. We will discuss these types of libraries in detail in Unit-2A. But altogether, the libraries play a vital role in socio-economic, political and cultural development of a community and society.

1.1.1.5.1   Role of Library in Education

Library and educational institutions are two faces of the same coin; one cannot survive without other. The meaning and purpose of education is completely supported by library. Library is often called as hub of educational activities and heart of educational institution with which it is attached. The main objectives of education are imparting knowledge, inculcation of values and creation of vocational skills. These three aims are being achieved by different models of education. In modern society, there are three models of education as: a) Formal education b) non-Formal education and c) Informal education

(a)   Formal Education

The formal education system is such a system in which education is imparted through the contact of teacher and student in school, college and university. In such system the student is to be educated or trained on the basis of certain curriculum for a certain period of time. After completion of the program, within stipulated time, students are assessed and accordingly a degree or diploma is being awarded. In the system of education, the institution is supported with the library to acquire the knowledge on the subject as well as related subjects of the student choice. in this context library is playing the following roles: -

(i)   Library supports the teaching and learning process at all levels of education (school, college, universities, technical or professional)

(ii)   Inculcate reading habits and acquires knowledge in the subjects of pursuits.

(iii)   Developing critical and analytical thinking and creating skills of self-studies

(iv)   Intellectual development of a student to make one research from a simple reader.

(b)   Non-formal Education

Non formal education is such a system in which a person gets educated without the help of teacher or formal classes. In this system student get enrol with an academic institution for certain educational program and complete it through self-studies. The library plays a major role in supporting educational pursuit such student who is getting education through this model. The public library plays a major role in supporting non formal education system and provides

the access of required sources as books, periodicals, etc. Anyone of society has the right of accessing the library services provided by public library. Hence, a student of non-formal education completes his/her study easily with the help of a public library. Sometimes, the institutions, providing non-formal education also provide library services to support the students enrolled for such educational programmes.

A library plays following roles in non-formal education:

(i)   Supports the educational program in which the student is involved.

(ii)   Provide informational requirement needs for educational program.

(iii)   Bridge the gap of the absence of the teacher

(iv)   Help in self-learning and create a researcher for student

These days almost all the institutions of higher studies offer distance educational programmes. In such programmes, a library plays the role of both teachers as well as information resources. In this direction public library is more important in this mode of education. Hence the library system itself becomes teacher, guide and mentor to the student, getting education through non- formal mode of education.

(c)   Informal Education

Informal education system is such a mode of education in which a person gets information and knowledge as per his/her requirements it doesn't have a course curriculum or structure education programme as offered in informal and non-formal education. The informal education system could be for anything as an illiterate learns the reading-writing skills and become literate. Another example may be taken as professional gets knowledge and skills to complete their work from any other professionals who have such knowledge. Hence, informal education is having a wide range of coverage. The library satisfies the knowledge quest of an individual for professional, spiritual or recreational. It provides the opportunity of lifelong self-learning to the member of the society.

The role of library in the informal education can be listed as:

(i)   Satisfy the knowledge requirement of an individual needed for personal, professional and educational development, etc.;

(ii)   Creating reading habit among semi-illiterate or illiterate.

(iii)   To create responsible citizen;

(iv)   Keep semi-illiterate or illiterate person educated through library services.

1.1.1.5.2 Role of Library in Research and Development

The human activities in the modern society are based on creating and utilizing information and further convert them into economic resources. Hundreds and thousands of individuals, corporative houses, government institutions are conducting research on science and technology as well as in social science and humanities. All these researchers need in to obtain effective and fruitful results. Hence, the library provides support to the research and development work of an individual as well as institutions.

The role of a library in research and development may be listed as: -

(i)   Keep the researchers up to date with the latest development in their field of research.

(ii)   Helps in selecting the research topic and assisting incompletion of result

(iii) Organises programmes on the process and procedure of research and research methodology.

(iv)   Provide information to avoid duplication of research.

(v)   Provide bibliographical service for collecting and selecting study material.

(vi)   Convey rational outlook and scientific knowledge to researchers

(vii) Bridge the gap between the researchers and experts of the field research.

The library attached to the institution, which are conducting research programmes are well equipped and stuffed with information resources needs for research programmes of the institution.
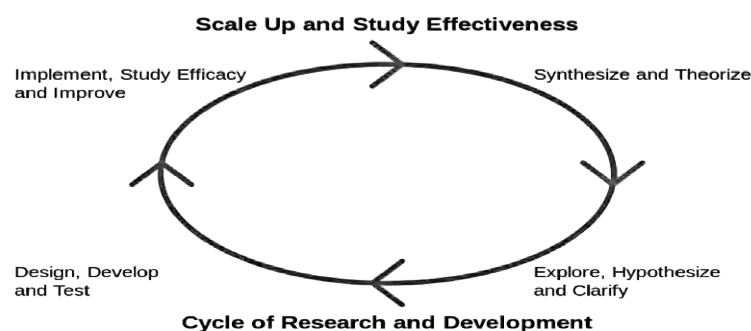

Figure 1.1: Role of Library in Research and Development

(Source: https://en.wikipedia.org/wiki/Research_and_development
Accessed on 09.08.2021 at 11hrs IST)

1.1.1.5.3 Role of library in Information Dissemination

Every individual of the society approaches a library for satisfying his/her informational need. For this purpose, the library collects the information materials required by the various section of the

society. With the help of library services, the library disseminates the information among the individual of the society. Apart from this, the library organizes seminar, workshop, exhibition and a lot of other programs which helps people in acquiring the knowledge and skills. With the help of formal and informal library services, the library disseminates information in the society either store in the library in the form of book, journal, Periodicals etc. or by organizing program with the help of expert of different field. The library does not disseminate information in the present society but, also preserve them to be disseminated in the future.
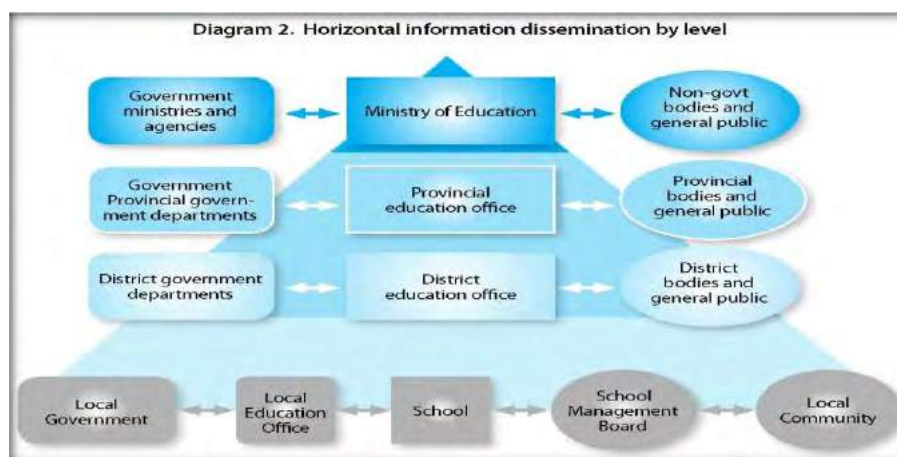

Figure 1.2: Role of Library in Information Dissemination
(Source: https://slideplayer.com/slide/14415072/ Accessed on 09.08.2021 at 14:07 hrs IST)

1.1.1.5.4   Role of Library in Promotion and Development of Culture

The library is one of the institutions which have responsibility to preserve the cultural heritage of the society. It also preserves the art facts, traditions, customs and history of the society and knowledge about own as well as other culture.

Role of a library in promotion and development of culture may be listed as:

(i)   Reading and thinking helps widen the intellectual horizons and develops creativity of an individual

(ii)   The library enriches the cultural of society through its activity, lecture, seminars, workshop, cultural programs, exhibition etc.

(iii)   Preserve the cultural heritage of a nation, state, city, town even village or panchayat.

(iv)   Educate people about local history as well as tradition

(v)   Organizing different cultural programs as exhibitions, dance, drama, concerts of different type of competition to save the cultural values and traditions. For ex. Activities like puppet show, poetry show, exhibition of craft and art helps in promoting the tradition and culture of the society.

1.1.1.5.5   Role of Library in Recreation and Leisure

The library provides opportunity to the people of the society to utilize their leisure time in the positive manner and creative direction. If a person having leisure time without any positive work, it is possible that the person may go negative and destructive. Hence, the library has an important role to provide positive directions to such persons through, books, periodicals, and popular magazines as well as organizes programs to keep them in positive spirit. For this purpose, the library stocks function, novels, other form of literature, work of the art and other materials which have recreational values. The cultural program organized by the library also keeps engaged such people and make the society healthy.

Figure 1.3: Role of Library in Recreation and Leisure
(Source: https://www.tateinc.com/en-us/case-studies/library/calgary-central-library
Accessed on 09.08.2021 at 14:27 hrs IST)

1.1.1.5.6   Role of Library in Moral, Ideological and Spiritual Development: -

Based on the contents of the book have been divided into three categories: -

(a)   Inspiratory

(b)   Informatory

(c)   Recreatory

Books pertaining to religions, philosophy and related fields which lifts the human spirit, poetry, drama and fiction falls under the inspiratory category.

Books pertaining to biography, history, travel science useful arts and sociology falls under informatory category.

Books related to fiction, drama, poetry, humour, essay and light reading materials in various fields are considered recreatory books.

Hence, a library plays positive roles in shaping the moral values, ideology and spiritual value of an individual through inspiratory materials.

1.1.2 Concept of Trinity: Documents, Staff and users and their inter relationships

Ranganathan, the father of Library and Information Science in India, introduced the concept of "trinity in library". He says that "a library is a trinity made up of books, reader and staff". According to this concept, the library having three inter-dependent components which make it a social institution. Those components are books, reader and staff. The 'book' is the representative of all the materials which provide information and knowledge to people. These materials may be a book, magazines, journals/periodicals, map, charts, art facts, audio-visual materials, etc.

The 'reader' refers to the member of the community or society who are directly or indirectly dependant on a library for their quest knowledge. The reader group depends upon the nature of the community a library is serving.
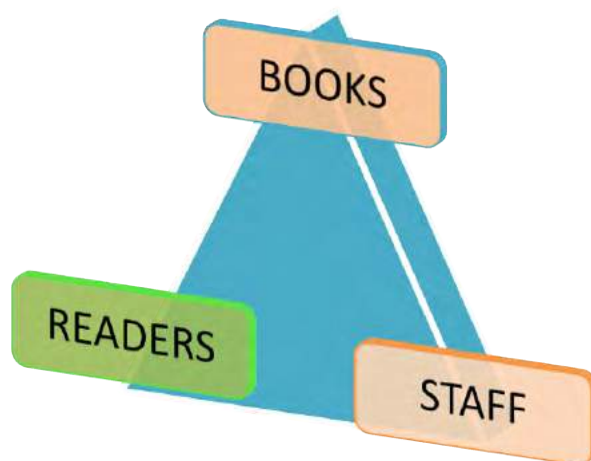
Figure 1.4: Concept of Trinity

For example, the students, teachers, researchers are the reader for an academic library. But for a public library reader may be any one of the societies without any distinction or scrutiny. The researcher and scholar are the reader for a special library. Hence, for the library, reader is reader is the client for whom the library is meant for.

The staff of a library is the link between the users and the book. They play a decisive role in establishing contact between the information source and the reader. Without the effort of the staff, it is very difficult for the reader to get right information especially at right time.

1.1.3 Summary

Information and knowledge have been the driving force in the development of the society. Society has passed through three different phases namely agrarian, industrial and post- industrial/

information society. Human being understood the power of knowledge hence, they invented the mechanism of writing to record and document the information and knowledge they acquired. Further, they invented paper and printing technology which proved milestone in human history.

Growth in information and knowledge and birth of several institutions in the society created an institution called library. Initially, a library had the role of preserving the knowledge of the society but gradually it become a service agency and started to serve the society with its resources namely books, periodicals, etc. The role of library grew many folds as society developed educationally, socially, economically, culturally and politically. Library has become backbone of the modern society as it provides means to the development process in each and every segment of the society.

1.1.4 Exercise

Very Short Answer Type Questions

    (i)   What are the driving factors for the development of society?

    (ii)   What kinds of institutions were borne due to development of civilizations?

    (iii)   Why the concept of library emerged?

    (iv)   Name the three different phases of society on the basis of its vocation.

Short Answer Type questions

    (v)   Define a library.

    (vi)   What is the purpose of a library?

    (vii) Define post-industrial society or information society.

    (viii) How data, information and knowledge are inter-linked?

    (ix)   What do you mean by inspiratory materials?

    (x)   What do you mean by informatory materials?

    (xi)   What do you mean by informal education?

Long Answer Type Questions

    (xii) What are different functions of a library?

    (xiii) How a library plays an important role in education?

    (xiv) How a library disseminates information and knowledge in the society?

    (xv) How a library plays an important role in research and development?

    (xvi) What do you mean by the theory of trinity? Elaborate its three components with suitable examples.

1.1.5 References

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1.1.6 Glossary

Agrarian society: A society that depends on agriculture, fishing and mining as its primary means for support and sustenance.

Civilization: An advanced state of intellectual, cultural, and material development in human society, marked by progress in the arts and sciences, the extensive use of record- keeping, including writing, and the appearance of complex political and social institutions.

Industrial society: A society driven using technology to enable mass production, supporting a large population with a high capacity for division of labour.

Information society: A society where the creation, distribution, use, integration and manipulation of information is a significant economic, political, and cultural activity.

Institution: An organization founded for a religious, educational, professional, or social purpose.

Intellectual heritage: Recorded and unrecorded skills, information, and knowledge of the society.

Knowledge society: A society which generates, processes, shares knowledge and makes available to all members of the society that may be used to improve the human condition; or a knowledge society serves to transform information into resources that allow society to take effective action.

Literary work: Information and knowledge in written or recorded form for preservation and dissemination.

Organization: An organized group of people with a particular purpose, such as a business or government department.

Post-industrial Society: The stage of a society's development when the service sector generates more wealth than the manufacturing sector of the economy.

Preservation: Carefully maintain something for longer use or to be used in future. Society: Group of people living together, sharing same socio, economic, political, cultural and geographical territory.

Unit 2A — Types of Libraries and their Role

1.2 A.0 Introduction

Library is a combination of three compounds as told by Ranganathan in the theory of trinity. These three compounds are book, reader and staff. Books and readers are two different components which need to come in contact for which staff is needed. Here, books represent the information source of any form whether books, journals, periodicals, audio visual material, map, charts etc. In case of non-documentary source, the information and knowledge come from the experts of different fields such as academicians' researchers, scientists, doctors, engineers, artists etc.

The reader which uses the information sources of a library represents all those persons who need information and knowledge for their individual, professional educational or any other purpose. Hence, different set of persons have different approaches towards the library. They need different types of information in wide range of area of study.

Over the year the society has created different institution for different purpose. For educational needs we have established educational institutions for different level of studies, to satisfy the educational need of the society. We have schools, colleges, universities and professional and technological institution. We have social and cultural organisation for the development of our society and culture.

The present society is engaged in research and development, inventions and discovery. The research and development work in society is going to be undertaken by different organisations worldwide. These organisations are government supported organisations, corporate houses, educational institutions, autonomous bodies and many more.

Types of Libraries

In all human activities and in the day-to-day life people need information and knowledge. To provide information and knowledge we have library systems in the society. The informational needs of society differ from community to community and institutions to institutions. On the basis of the informational needs of the society as well as the purpose of providing library services to different user community, different models of library have been developed. These models of library are being studied under the topic of type of library.

Broadly library has been grouped in four categories on the basis of their objectives and functions in the society. Those categories are as follows:

(i) National library.

(ii) Academic libraries

(iii) Special libraries

(iv) Public libraries

1.2A.1 National Library

The national library is the apex library in the library system of any country. It is usually created a fresh or entrusted the responsibility of national library by the constitutional provision of the country. The national library of any country is the custodian of the intellectual heritage of the country. The intellectual heritage is the total information and knowledge wealth either produced within the nation; anywhere written by the nationals; and written by any one on that particular nation. For example, the National Library of India, Kolkata has the responsibility to preserve the written and published materials within India, published by the Indian Nationals anywhere in the world and published by anyone about India.

Definition

S. R. Ranganathan defines the national library as "the library having the duty of collecting and preserving for posterity, the literary products of that country. It is the central station for assembling and dissemination through energy".

Further, the UNESCO defines the national library as "libraries which irrespective of their title are responsible for acquiring and preserving copies of all significant publications published in a country and functioning as a deposit library, either by law or under other arrangements.

Objectives

The main objective of a National Library is:

(i)   procure all the literary output of that nation by the legal provision of the nation or other arrangements.

(ii)   acquire foreign literature about that nation.

(iii)   preserve the literary wealth of that nation for posterity

(iv)   disseminate procured and preserved information through different services and publications.

(v)   maintain the national bibliography and publish it.

(vi)   coordinate with other libraries of the country to develop national library system.

Functions

The comprehensive functions of a national library differ from country to country but, minimum functions set by the UNESCO's General Conference (1970) are as follows:

(i)   Produce a national bibliography.

(ii)   Hold and keep up to date a large and representative collection of foreign literature including books about the country.

(iii)   Act as a national bibliographic centre.

(iv)   Compile union catalogue.

(v)   Publish the retrospective national bibliography.

The UNESCO conference had recommended that the libraries which may called "National" but whose functions do not correspond to the above definitions should not be placed in the 'national library category'.

Examples of a Few National libraries of the world are:

(i)   The National Library of India, Kolkata. It was given the status of the National Library of India with the enactment of the Imperial Library (Change of Name) Act, 1948, and opened for public as the National Library of India on 1 February 1953. Web address-http://www.nationallibrary.gov.in/

(ii)   The British National Library is known as British Museum Library, London, UK was established the act of British Parliament in 1970. Web address-http://www.bl.uk/

(iii)   The United States of America has not designated any libraries as National Library of USA by law but the Library of Congress, Washington DC is executing all the functions of the National Library of the USA. Web address- http://www.loc.gov/index.html

Likewise, one can find about the national library of any nations from reference sources of on internet.

1.2 A.2 Academic Library

Education and library are the two faces of same coin. One cannot exist without other. Hence, an academic library is an integral part of any institution of formal education. It supports the teaching- learning process of the institution it is attached with. Academic library can be defined as "a library which associated or attached with any educational institution to support its educational programmes".

Depending upon the nature of the institution and its academic programmes, the library collection is developed. The students, teachers, research scholars and administrative and other staff of the institution are the users of the academic library. The need of the users of all these categories dominates the collection of an academic library. The numbers, qualities and qualifications of the library staff of an academic library differs on the basis of the type of academic library and its users as well as services it provides.

Figure 1.5 Architecture of Academic library

(Source: https://www.pinterest.co.kr/pin/411516484677583011/ Accessed on 10.08.2021 at 10:50 hrs IST)

Objectives

The academic library has the following objectives:

    (i)   serve the needs of the academic community.

    (ii)   collect and store all kinds of reading and reference material.

    (iii)   provide all kinds informational materials to support their curricular requirements.

    (iv)   provide supporting materials for extracurricular activities.

(v)   provide reading areas for users.

(vi)   render lending service appropriate to students, teachers and researchers.

(vii)   provide an active reference and information service.

Types of Academic Library

Broadly, there are three types of academic libraries. Those are:

(a)   School library

(b)   College library

(c)   University library

1.2 A.2.1 School Library

The school library is a library attached or associated with a school to support the education system of the school. It caters to all the informational needs of the students, teachers and staff of the school. In India, there are four levels of school as primary, middle, secondary and senior secondary. The government and the agencies responsible for developing and supporting school education in India, having policy that the school of all level should be supported by a school library. Because of this, even primary schools are being supported by a library to serve the need of its students, teachers and other staff.

Figure 1.6: Students reading books in the library (Source: http://4.bp.blogspot.com/-

x5ECGNwqp88/UYf9tPTCt1I/AAAAAAAAAKk/eaZgjvriuW8/s1600/DSC_0330.JPG   Accessed   on 10.08.2021 at 13:50 hrs IST)

Objectives

The objectives of a school library are to:

(i)   Support the education programmes of the school.

(ii)   Awaken and foster interest in reading book and create reading habit among students.

(iii) Nurture good moral values and principles among students to create refined citizen.

(iv)   Develop self-learning skills and interest in using library for solving problems.

(v)   Provides information on further study and vocation.

(vi)   Help teachers to improve their teaching skills.

(vii) Inculcate communication skills through extra-curricular activities like storytelling, viewing and discussions on audio/visual programmes workshops, etc.

The school libraries of all levels having all most same set of objectives as mentioned above.

Functions of a School Library

The school library of all levels should develop the collection to satisfy the objectives mentioned above. Apart from developing suitable collection of inspiratory, informatory and recreatory books and other materials, the academic library is supposed to perform following functions:

◆   Lending of books and other materials.

◆   Reading rooms with suitable furniture and lighting.

◆   Reference services.

◆   Guidance, counselling, and advisory services.

1.2 A.2.2 College Library

The library attached to college to cater the informational needs of the college community-students, teachers and staff of the college, duty towards the alumnus and must become a positive influence in society for expansion of knowledge and helping in satisfying the quest for knowledge.

The modern society having different types of colleges as:

(i)   Junior college.

(ii)   Degree college.

(iii) Postgraduate college.

(iv)   Professional colleges and technical college.

Figure 1.7: A view of college library

(Source: https://www.presentation.edu/academics/library Accessed on 10.08.2021 at 14:00 hrs IST)

Objectives

The college library of all categories of colleges having the following objectives:

   (i)   give the student, a wider and deeper understanding of the various disciplines.

   (ii)   helps in all the educational programmes of the college.

   (iii)   provide guidance to students for higher studies and self-learning.

   (iv)   prepare the students for shouldering higher responsibilities in government departments, civic organizations, commercial establishments, business and industries, etc;

   (v)   prepare them for varied professions like law, medicine, engineering, technology, etc;

   (vi)   train them to become more enlightened, knowledgeable and responsible citizens; and

   (vii)   keep informed the teachers with latest up dates in their respective subject area.

Functions

The functions of a college library can be listed as:

   (i)   develop collection of textbooks, related books, books of general knowledge, reference materials and audio-visual materials to support educational and instructional programmes of the college.

   (ii)   procure popular magazines, newspapers and scholarly journals to support students and teachers in acquiring deeper knowledge in the subject of studies and general knowledge about their surroundings.

   (iii)   make the library resources accessible through proper classification, cataloguing and shelving.

(iv)   provide physical facilities such as functional building, furniture, equipment, reading rooms, etc.;

(v)   preserve previous years' question papers to help the students in preparation for examinations and assessments.

(vi)   develop collection of inspiratory materials like fiction, poetry, biographies, travel-books, etc.;

(vii)   organize orientation programmes to new students to make them aware regarding the facilities and resources available with the library.

1.2 A.2.3 University Library

The University Library is an integral part of any university. The academic programmes of a university cover a wide range of disciplines and subjects. The modern universities are offering a number of academic programmes which are multi-disciplinary in nature. Apart from the curricular academic programme, scholar of the universities undertakes research project for both, for degrees as Ph.D., DLit, etc., and discovery and invention of new theories, principles, technology for the sake of society or solving the problems of the society. Hence, a library becomes an essential component of the university to support its academic and research activities. Because of the responsibilities a university library shoulder, it is considered the heart of a university, around which teaching, and research revolves. According to the Association of University Teachers, "the prime function of the university library is to provide facilities for study and research for the members of its own institution".

Figure 1.8: A view of university library

(Source: https://www.princeton.edu/news/2019/03/11/new-era-begins-princeton-university-library Accessed on 10.08.2021 at 14:20 hrs IST)

Objectives

The objectives of a university library are to:

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

(ii)   satisfy informational need of the students, teachers and researchers of the university.

(iii)   provide intellectual and managerial leadership among the professionals in various fields of government and industry and inculcate a sense of social responsibility in them.

(iv)   inspire the teachers and researchers of the university to undertake research works for generating new knowledge to improve quality of life of the people; and

(v)   provide latest knowledge to the teachers in their area of teaching and research; and

(vi)   conserve knowledge and ideas for posterity.

Functions

The major functions of the university library to fulfil its objectives are to:

(i)   develop collections on wide range of subjects for learning, teaching, research, publication, etc.;

(ii)   organize and store the library collection with proper classification, cataloguing, shelving, etc to make the collection easily accessible to the users.

(iii)   acquire, materials as books, journals, periodical, newspapers, and other sources of information to provide latest information and knowledge on the concerned subjects.

(iv)   provide reference, information and documentation services to the university community to keep them up to date in their area of studies and research.

(v)   keep pace with the development in the library system management and applications of new technologies to provide better library services to the users.

1.2 A.3 Special Library

The special libraries are established to meet the informational requirements of the organisations to which they are attached. Such organizations are devoted to Research and Development (R&D) activities. The special library procures all types of information sources as handbooks, technical reports, state-of-the-art reports, bibliographies, current awareness bulletin, periodicals, indexes, abstracts, directories, etc., needed for the research projects of the organization.

Definition

The American Library Association (ALA) Glossary of Library and Information Science defines Special Library as, "a library established, supported and administered by a business firm, private corporations, associations, government agency, or other special interested group or agency to meet the information need of its members or staff in pursuing the goals of the organization. Scope of services is limited to the subject interest of the host or parent organization".

Harrods's Librarians' Glossary of Terms sates that a, "Special library is a collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge and provided by a learned society, research organization, industrial or commercial undertaking, government department or even an educational institution. It may also be a special branch of a public library serving certain interests or occupational groups such as a technical library or a special subject library, meeting the needs of all enquiries on that given subject such as music library".

A special library serves specialist user, located within a single organization or group and is responsible for the collection, organization storage, retrieval and dissemination of information directly concerned and ancillary to, the work of the specialized institution with which it is attached.

Objectives

The objectives of a special library are to:

(i)   develop current as well as retrospective collection in core subjects based on the projects and programmes of the parent organization.

(ii)   provide promptly the latest information about the significant developments in the field whenever requested by the users.

(iii)   provides all types of academic, technical, and documentary support to render and appropriate services to the specialists.

Functions and Services

The functions of a special library are to:

(i)   select, procure, organize, store and retrieve current information required by the researchers and other users of the library.

(ii)   analyses, synthesizes and evaluates available information in the area of concern.

(iii)   provides state-of-the-art-reports, critical reviews, monographs, research reports, etc, to support the study and research programmes of the organization.

(iv)   provides indexes, abstracts and extracts for critical analyses of literature, identify and procure relevant source of information.

(v)   provide reference service as Current Awareness Services (CAS), Selective Dissemination of Information (SDI), and Translation Services.

(vi)   provide document delivery service including lending and inter library loan service.

1.2 A.4 Public library

Public library is a social institution established for providing opportunities to each and every person of the society, irrespective of their caste, creed, religion, gender, social, economic and educational status, etc., to acquire knowledge through reading materials. It is established for general public and maintained chiefly by public fund. It is an integral part of the community, it serves.

The public library research group of U.K. states that the whole aim of a public library is "to contribute to sustain the quality of life in all its aspects- educational, economic, industrial,

scientific and cultural and promote the concept of democratic society in which equal opportunity exist for all, to develop into true citizens, with whole and balanced personalities leading to an increase in the sum total of man's happiness and aware of himself, his fellow men and his environment".

Ranganathan says that "the public libraries generate material happiness, mental jobs, and spiritual delight: they are social institution charged with the duty of providing the means for the perpetual self-education of one and all: and the contribution to the circulation of the idea, the harnessing of leisure, the demand of democracy , the spreads of literary and the success of commercial and industrial organisation".

Hence, we can say that „the public library is a social institution with responsibility of providing library services to the community, without any bias and prejudice to cater informational and recreational needs. It provides equal opportunity to each and every member of the society to get success in life which ultimately contributes in development of the society. It promotes the democracy in true sense. Inspired by the definition of democracy, given by Abraham Lincoln, the public library has also been defined as "a library, of the people, by the people, for the people."

Figure 1.9: A view of public library

(Source: https://qphs.fs.quoracdn.net/main-qimg-ed17bf898182a245fa4e9c3de88bf40d-c

Accessed on 10.08.2021 at 14:40 hrs IST)

UNESCO's Public Library Manifesto

UNESCO's Public Library Manifesto was formulated for its members countries in 1949, to promote the public library system and provide access of knowledge to each and every member of the society. This manifesto was further revised in 1972 and in collaboration with International

Federation of Library Associations and Institutes (IFLA), it revised in 1994. The final manifesto is widely accepted by the member countries of United Nations. The manifesto provides guidelines regarding objectives, activities and services of public library; its funding, legislation and networks; its operations, management and implementation of the Manifesto.

According to the manifesto, public Library is the local gateway of knowledge, provides basic conditions for lifelong learning, independent decision making and cultural development of the individual and social groups. This manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.
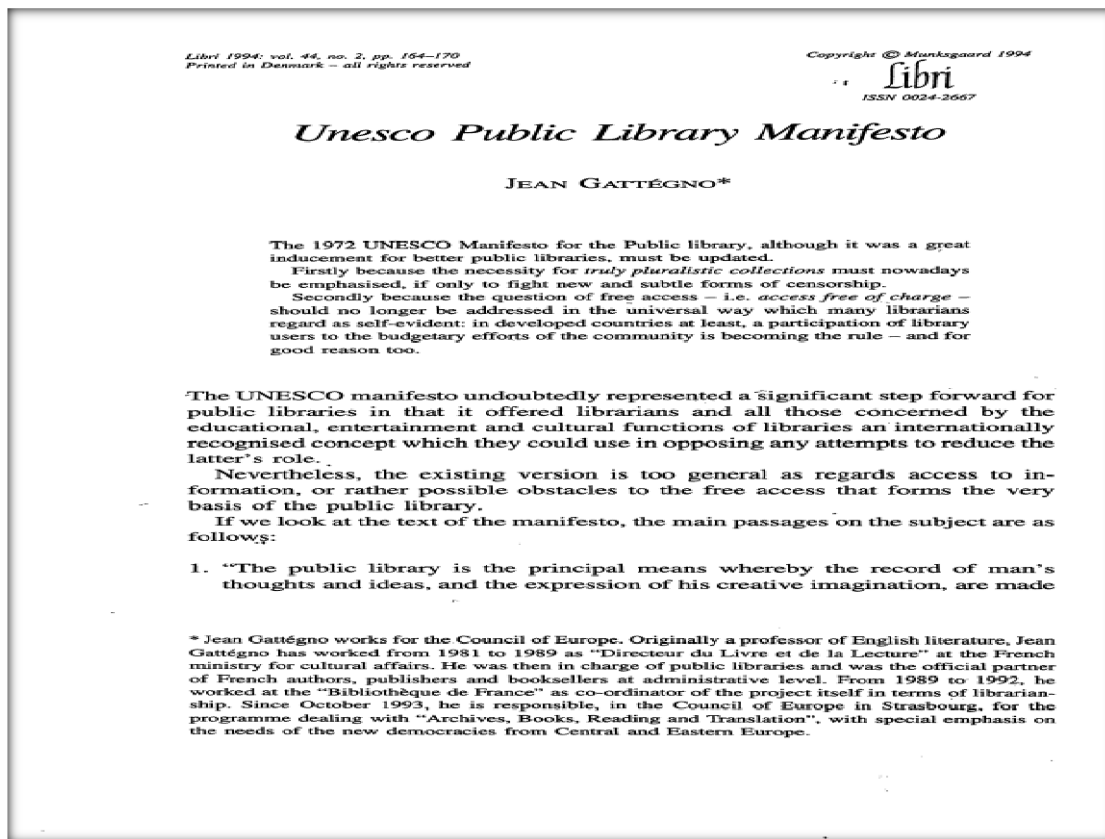
Figure 1.10: UNESCO Public Library Manifesto

(Source: Libri. International Journal of Libraries and Information Services Accessed on 20.02.2014 at 01:10hrs IST)

Mission of the Public Library

The UNESCO's Public Library Manifesto provides following key missions that relate to information, literacy, education and culture should be at the core of public library services:

(i)   creating and strengthening reading habits in children from an early age.

(ii)   supporting both individual and self-conducted education as well as formal education at all levels.

(iii)   providing opportunities for personal creative development.

(iv)   stimulating the imagination and creativity of children and young people.

(v)   promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations.

(vi)   providing access to cultural expressions of all performing arts.

(vii) fostering inter-cultural dialogue and favouring cultural diversity.

(viii) supporting the oral tradition.

(ix) ensuring access for citizens to all sorts of community information.

(x) providing adequate information services to local enterprises, associations and interest groups.

(xi) facilitating the development of information and computer literacy skills; and

(xii) supporting and participating in literacy activities and programmes for all age groups, and initiating such activities, if necessary.

Funding, Legislation and Network

On the issue of funding, legislation and network, the Manifesto states that:

(i) the public library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

(ii) to ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

(iii) the public network must be designed in relation to national, regional, research and specific libraries as well as libraries in schools, colleges and universities.

Operation and Management

The manifesto further provides guidelines on operation and management of public library as:

(i) A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organized effectively and professional standards of operation must be maintained.

(ii) Cooperation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international level - has to be ensured.

(iii) Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.

(iv) The library services must be adapted to the different needs of communities in rural and urban areas.

(v) The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.

(vi) Outreach and user education programmes have to be provided to help users benefit from all the resources.

Objectives of Public Library

S. R. Ranganathan, in his book "Library Manual", lays down the following objectives of the public library:

(i) it should help the life-long self-education of one and all.

(ii) it should furnish up-to-date facts and information on all subjects to one and all;

(iii) it should distribute in an unbiased and balanced way, all shades recorded views and thoughts to one and all, as a help in discharge of their political functions in respect of local, national and international affairs.

(iv) it should contribute the productivity drive by informing top management of the latest trends in diverse enterprises, by ploughing back into the mind□s researchers, designers, and technologists every piece of relevant new thought, promptly an pin- pointedly;

(v) it should provide one and all a harmless and elevating use of leisure.

(vi) it should preserve the literary remains of humanity for posterity, as vehicles of culture and as source materials for antiquarian research; and in general,

(vii) it should work for continued social well-being, as the agency in charge of all socialized recorded thoughts.

Hence, as per model functions listed by Ranganathan, a public library has, educational, informational, political, economic, industrial, cultural and antiquarian objectives.

Function of Public Library

The public library performs different functions to achieve its objectives. Those functions can be listed as:

(i) Supporting Education: The public library provides all kinds information resources to the member of the community it serves. It helps people in educational endeavour whether formal, informal or non-formal education. Especially, it is boon for the people who acquire knowledge through non-formal and informal education system. Its services to the community support Adult Education and Social Education which ultimately demolish illiteracy from the society. Because of this function, the public library is considered people's university as it provides the sources of knowledge whether printed, non-

printed or any other form, to develop professional, intellectual, moral and spiritual capabilities of an individual member of the society.

(ii)   Knowledge Preservation and Dissemination: The public library preserves the socio-cultural, historical, geographical and other categories of knowledge either produced or needed by the community it serves. It disseminates this preserved knowledge in the community to make people aware about community, its professions and vocations, culture, customs, lifestyle, etc.

(iii)   Creating Reading Habits and Love for Knowledge: The public library provides all kinds of reading materials as books, periodicals, popular magazines, etc, which creates reading habits among the people of the community which has positive effects on creating refined citizens.

Apart from the functions discussed above, providing needed information and knowledge to the member of the community it serves is the prime function of the public library.

1.2 A.5 Summary

The changing agent in society is information and knowledge. The need of information and knowledge has grown many folds since the inception of civilization. Different communities needs different types of information for their wide range of activities and further create wealth of knowledge for the betterment of the society. to serves the information and knowledge needs of the society and further preserve them for future generation, different types of library came in existence.

On the basis of the objectives and services rendered by the libraries, they have been grouped in four categories. Those categories are (i) Public Library (ii) Academic Library (iii) Special Library, and (iv) National Library.

The public library is to serve to all members of the community irrespective of their caste, creed, colour, nationality, gender, etc. It has the objective to satisfy the information and knowledge needs of the community members for whatever purposes they wish to study. Beyond this the public library has important roles to play in the society to make the people, knowledgeable and responsible citizen.

The academic library is the part and partial of academic institutions. The academic community of any Institutions needs information and knowledge to supporting its curricular programmes, careers and character building and research and development work. Hence, an academic library has objectives to satisfy the quest of knowledge of the community of the academic institution, the library is attached with.

The modern society has wide range of organisation which are engaged in specialized study and

research activities. The researchers of such organizations have need intensive information and knowledge in their area of study. Hence, such organizations have their own library system to cater the information and knowledge need for its activities. Hence the special library is always attached to an organization of research and development and completely owned, funded and managed by that specific organization.

The national library is being considered the apex library of any nation having the responsibility to preserve intellectual wealth of the nation and disseminate among the nationals as well as international community. The national library is usually created by the legal provisions of a particular nation and has the responsibility to acquire the information and knowledge created in the nation, by the nationals and on the nation by other nationals. It has the responsibility to create, maintain and publish national bibliography. Sometimes, a particular nation has not created such library by the legal provisions of that nation, but a particular library executes the responsibilities of a national library can also be designated as National Library of that particular nation, as Library of Congress, USA.

1.2 A.6 Exercise

    (i)   Name different types of libraries.

    (ii)   What are different types of academic library?

    (iii)   Define a public library.

    (iv)   Define a special library.

Short answer type questions

    (i)   What are different objectives of academic library?

    (ii)   What are different objectives of a special library?

    (iii)   What are the objectives of the national library?

    (iv)   What are the functions of the national library?

    (v)   What are different functions of a university library?

Long answer type questions

    1.   What are different objectives for a public library have been laid down by S. R. Ranganathan?

    2.   Discuss three main functions of a public library.

    3.   What are different functions of a college library?

    4.   What are different functions of a special library?

1.2 A.7 References:

1. Fox, Edward A., Gonçalves, Marcos André, Shen, Rao (2012). Theoretical Foundations for Digital Libraries: The 5S (Societies, Scenarios, Spaces, Structures, Streams) Approach. Synthesis Lectures on Information Concepts, Retrieval, and Services, Morgan & Claypool Publishers 2012.

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1.2A.8 Glossary

UNESCO: United Nations Educational Scientific and Cultural Organization- an agency of the United Nations which promotes education, scientific communication, the arts and culture.

Unit 2B — Changing formats of Libraries: Digital, Virtual and Hybrid

1.2 B.0 Introduction

Time is of the essence for library professionals to review the pace of change. The development of technology and integration of technology with libraries has compelled the libraries to make the changes of traditional system to modern system of library services. This also may be due to changing format of material or documents and the scholarly communication options and changing how information is delivered, beyond the classroom experience.

1.2B.1.Digital Library

The implications of computer and digital technologies changed the forms of information sources their storage and retrieval approaches. The 1980's decade can be considered the transforming decade in the field of information publication industries. The information started to be published and distributed in electronic form. Initially, the storage media for transferring the information content were floppy disk or CD-ROM and likewise other storage devices. The content of these media were accessible with the help of computer and the special software provided by the publisher.

Further the improvement in the storage capacities of the storage media and the becoming internet accessible to the people in 1990's the delivery of content through internet to the institutions of individual become easy.

The publication of information sources become most popular 1990's onwards as the access device like computer, laptop, book reader and now smart phones become cheaper and affordable to the mass. Hence, the concept of digital library came in existence.

Definition

The scholars have tried to define the digital library differently, but the central theme of those

definitions is same. Witten and Bainbridge (2002) define the digital library as "an organized and focused collection of digital objects, including text, images, video and audio, with the methods of access and retrieval and for the selection, creation, organization, maintenance and sharing of collection".

The partner institutions in the Digital Library Federation (DLF) defines it as "Digital libraries are organizations that provide the resources, including the specialized staff, to select, structure, offer intellectual access to, interpret, distribute, preserve the integrity of, and ensure the persistence

over time of collections of digital works so that they are readily and economically available for use by a defined community or set of communities".

1.2 B.1.1 Characteristics of a Digital Library

The digital library is a library which select, collect, store, retrieve and disseminate electronic information. Main characteristic of a digital library is to build library collection of information sources in electronic or digital form and provide services to its members using such resources. Hence, the library services are there but only the form of information sources has changed from print to electronic. The digital library uses digital technology for storing, retrieving and dissemination information.
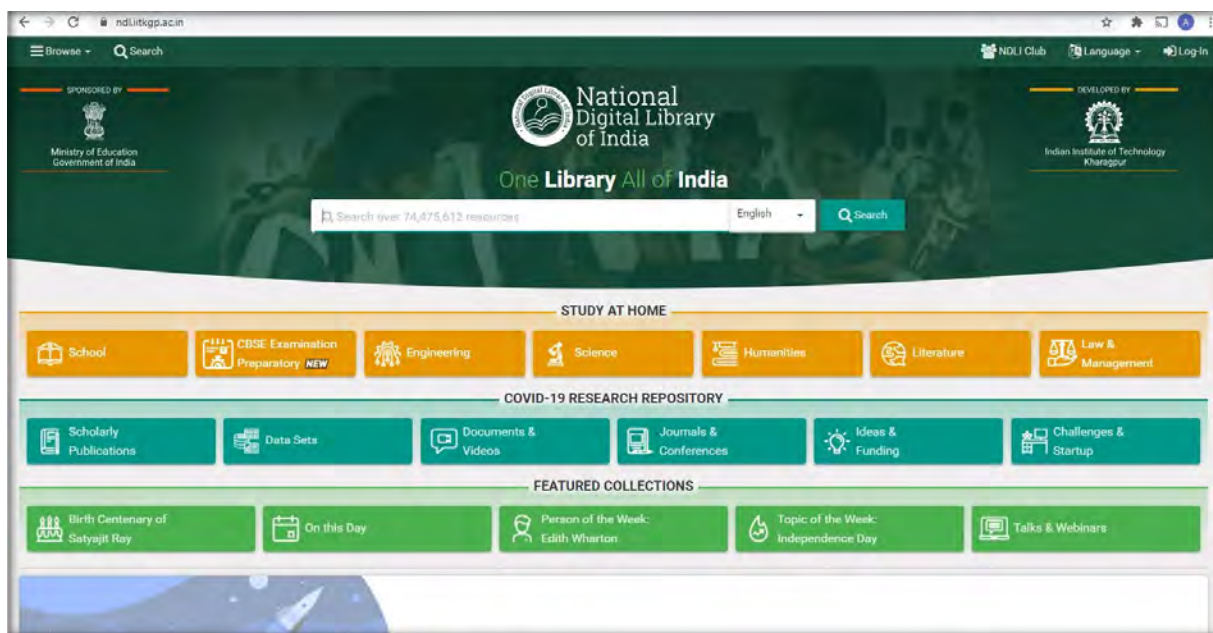
Example:

(i)   National Digital Library of India: https://ndl.iitkgp.ac.in/

Figure 1.11: National Indian Digital Library

(Source: https://ndl.iitkgp.ac.in/ Accessed at on 10.08.2021 at 15:00 hrs IST)

(ii)   J. R. D. Tata Memorial Library, Indian Institute of Science, Bangalore: https://library.iisc.ac.in/
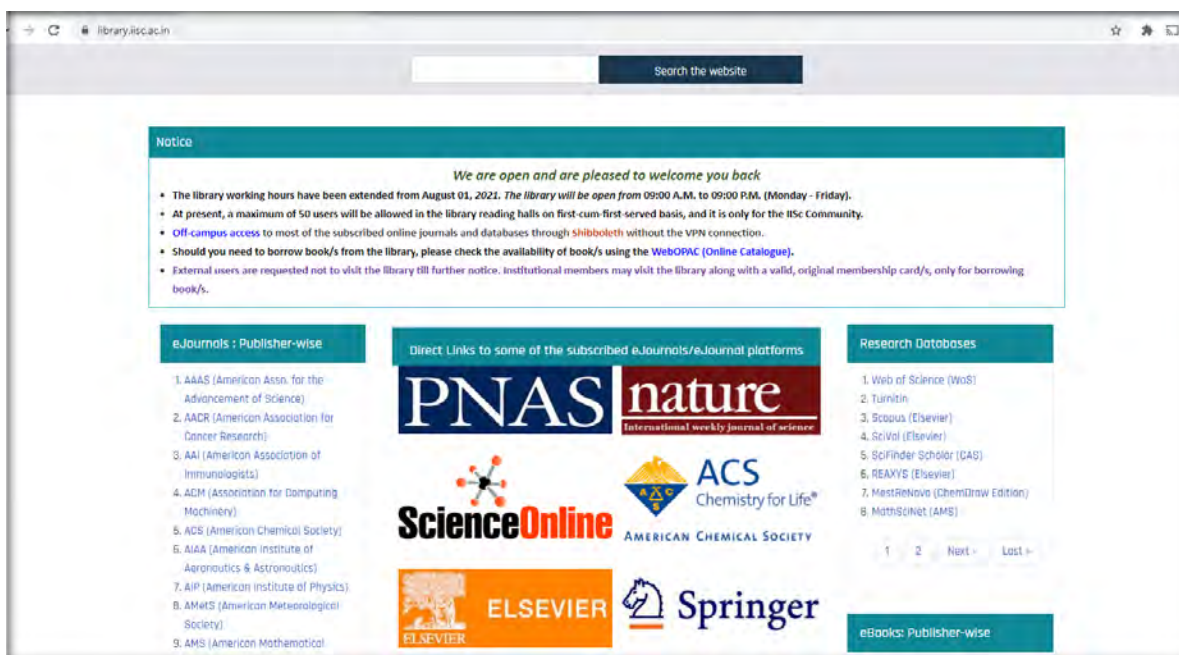

Figure 1.12: J. R. D. Tata Memorial Library

(Source: https://library.iisc.ac.in/ Accessed at on 10.08.2021 at 15:20 hrs IST)

1.2B.2. Virtual Library

Virtual library is a library without wall. With the application information and communication technology, the information become accessible from the remote. This accessibility power created the environment for such library which can stores information in digital form anywhere in the world and give access to its members through several electronic devices which are capable of accessing information through network. Those devices are computer, laptop, smart phone, etc. The member of the library uses these electronic devices for accessing information from the library portal through internet.

Definition

Gapen (1993) defines virtual library as "the concept of remote access to the content and services of libraries and other information resources, combining and 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".

Hence virtual library has changed the concept of physical form of library with physical space and building. The approaches towards the access of knowledge by the users and managing the

knowledge by the staff have completely changed in this environment. The library staff need to store and makes knowledge content of the library searchable and accessible through the computer and telecommunication network i.e. internet. Now, instead of visiting the library by the users for knowledge, the library itself reaches to the users place demolishing physical barriers of time and space.

1.2 B.2.1 Characteristic of a Virtual Library

The main characteristic of a virtual library is that is demolish the time and space barriers and is available 24 hours of a day and 365 days of a year. As the library is maintained virtually, hence providing library services to the users and management of such libraries by staff are done remotely.

Examples of Virtual Library
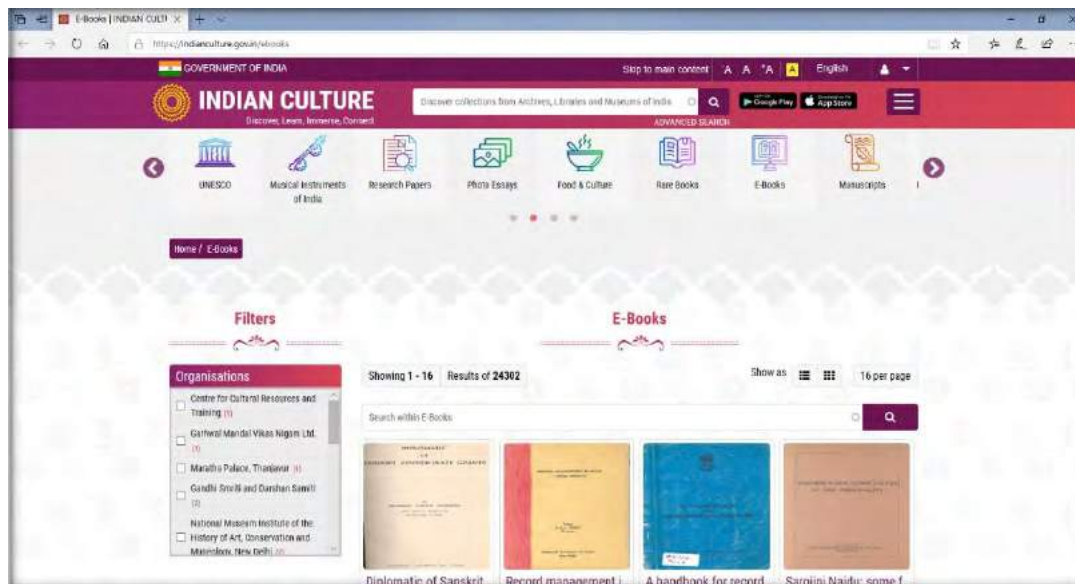
(i)   Indian Culture Library: https://indianculture.gov.in/ebooks

Figure 1.13: Indian Culture Library

(Source: https://indianculture.gov.in/ebooks Accessed on 14.08.2021 at 18:00 hrs IST)

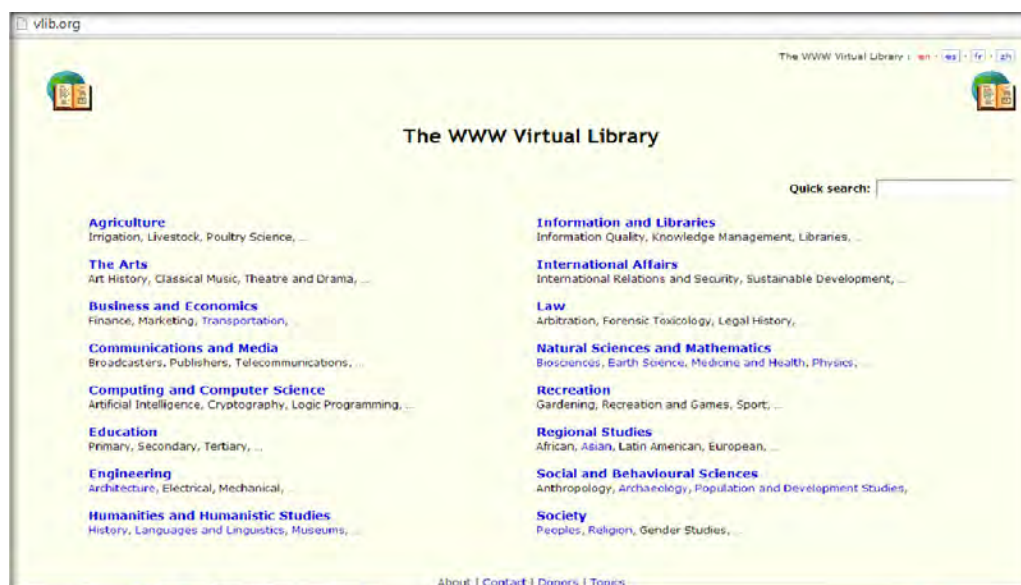(ii)   The www virtual library: http://vlib.org/ provides a list of virtual libraries in different subjects or streams

Figure 1.14: The www Virtual Library

(Source: http://vlib.org/ Accessed on 10.8.2021 at 16:55 hrs IST)

1.2 B.3 Hybrid Library

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 fall 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.

1.2B.3.1 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.

1.2B.4 Summary

The information and communication technology has also changed the forms and format of information sources and the methods of dissemination. Due to the application of technology, especially computer and networking technologies, new breeds of libraries have emerged. Before the invention of computer, the information sources used to be in printed form. Now, the information sources are available in electronic form which is processed, stored, retrieved and disseminated using computer or other electronic devices and communication technology. Such libraries which have the collection of information sources in electronic form serving the community is called electronic library. The electronic information sources is being called digital information sources also as it uses digital technology for storing, retrieving, disseminating the information.

The digital information sources and application of computer and telecommunication networks has changed the model of the libraries also. Now, the concept of virtual library has emerged with the application of these technologies. The library without any physical existence, providing the library services to the community with the help of internet, telecommunications networks and electronic devices like computer, laptop, tablets, smart phones, book readers, etc, can be called virtual library.

The basic categories of libraries are same as public, academic, special and national but if they are using the technologies to reach the members of the community then they may also fall in the category of electronic (digital) or virtual library depending upon the model they adopt.

1.2 B.5 Exercise

    (i)   Differentiate between virtual library and Digital library?

    (ii)   Define Hybrid library?

    (iii)   Define digital library?

    (iv)   Define virtual library?

    (v)   Discuss the advantages of virtual libraries?

    (vi)   Write down the characteristics of a digital library.

    (vii) Write down the characteristics of a virtual library?

    (viii) Discuss the different issues involved in Hybrid library'

Unit 3 — Five Laws of Library Science and their implications

1.3.0 Introduction

The laws of Library Science govern various disciplines within the field library science and are normally invoked when two or more commons lead to any conflicting. S. R. Ranganathan formulated five laws of Library Science in 1928 and published them in 1931 under the title "Five Laws of Library Science". According to these five laws of Library Science, books are for use and user is the king whose time must be saved.

The five laws of Library Science are:

1. Books are for use
2. Every reader his/her books
3. Every Books its reader
4. Save the time of the user
5. Library is a growing organism

1.3.1 Five Laws of Library Science

1.3.1.1 First Law: Books are for use

The first law of Library Science is 'Books are for use'. No one will question the correctness of this law but the story in actual practice is different. Historically in 15th and 16th century in Europe, books were chained with the selves. In those days, libraries were meant for storage rather than for use. At a later stage, books were made available to those persons who pay a fee but now the book lending is free for all. Modern libraries are attractive, comfortable and several special services are introduced to ensure optimum utilisation of the book. A modern librarian is happy

when the readers make his shelves constantly empty. He is worried and depressed on seeing those volumes which stay at home-library. Librarians have taken some initiatives to make the library as the centre of intellectual achievements by maximum use of books.

1.3.1.2 Second Law: Every Reader his/her Book

The second law of library science has established a new concept of libraries and has inculcated the culture of libraries. Every Reader his/her book means books for all. Books for all symbolises

'Education For all.' In the past education was not for all, it was only for the chosen few.

The Second law says that every reader of the library should get the book he wants. This law also advocates the generalisation and democratisation of library services. In earlier days, the access to libraries and their books were only available to few persons who were belonging to the aristocracy and the upper classes of the society. Hence the library services have become a basic right of all citizens without any distinction or discrimination. Thus, the second law 'Every Reader his/her Books' obtained great importance in this age of democracy. The second law honestly maintain the principal of equality of opportunity for books and provides suitable environment to learn for all.

1.3.1.3 Third Law: Every Book its Reader

The third law is "Every book its reader", it ensures maximum utilization of books by their readers. This law advocates for providing appropriate reader for each and every book. The first law is developed for satisfying the interest of library documents. While the second law is concerned with the task of finding appropriate book for every reader, the third law expects that an appropriate reader should be found for every book. The most prominent process used by the libraries for satisfying the third law is 'Open Access System', while the other prominent library activities which relate to the shelf-arrangement, catalogue entries, reference work, access of popular departments, publicity methods, Book selection and extension work also satisfy the third law of library science.

1.3.1.4 Fourth Law: Save the Time of the Reader

The main concern of the first three laws of library science is to facilitate access of books by their appropriate reader and to optimise the usage of library collection. While the Fourth law is focusing on the services for the readers. The Fourth law demands to save the time of the reader as well as staff. The Fourth law expects the library's reference staff to support a reader from the vary instant he enters the library up to the moment he leaves it, critically examine each and every process he involves himself, with a care to save his time.

1.3.1.5 Fifth Law : Library is a Growing Organism

The Fifth Law is 'Library is a growing organism'. This law enunciates a fundamental rule and principle which govern planning and organisation of libraries. The fifth law handles the library as an institution which holds all qualities of a growing organism. A growing organism has an inherent feature of natural growth, deterioration in old matters, change in size, development of new shapes and forms etc.

1.3.2 Implication of Five Laws

1.3.2.1 Implications: First Law

In order to satisfy the first law of library science, libraries have to look into a number of factors. The most prominent factors are as follows:

(i)   **Library Location**: The resources of the library are to be fully exploited. Library has to play its vital role among intellectual users. It must be located at the central location of its user's community. If it is academic libraries, it should be situated in the middle of the academic institution or at few minutes' walk from the teaching departments or hostels. If it is a public library, it must be located in the heart of the city. A centrally located library will be most helpful in increasing the use of the books and become the soul of the institution or city for intellectual achievements.

(ii)   **ii.Library hours**: Before the advent of this law, the library was more often closed then open. Even when opened, it was mainly to perform dusting books and chasing out the book worms. Fortunately, in countries where the law "Books are for use" is implemented, it has changed the public mind and normally the libraries are kept open for 18 hours a day. Majority of universities in USA and Europe, the library is kept open round O'clock.

In libraries, the opening hours of the library would be according to the convenience of library users. In academic library, libraries are kept open during the institution's working hours. Most of the libraries are kept open in morning to evening. In case of public library, most of the users are workers, businessman, professionals etc, so such libraries are kept open according to the off/free timing of these users. Now a day's due to impact of the culture of western countries, majority of libraries are kept open round O'clock.

(iii)   **Library Furniture**: The impact of the first law 'Books are for use' on library furniture and internal equipment is really appreciable. In the old days when the books were stored for the preservation purpose, the focus was to keep maximum number of books

in the least space at lowest cost. Hence the books were shelved up to the roof. The implementation of the first law motivates us to provide open access of books for library users, the shelves should not more than 7' high. The space between two rows of shelves should be sufficient enough so that the readers and staff can move comfortably.

The Reading room must be quite attractive with hangings flowers and pictures. The rooms are made vermin-proof, theft proof and air proof. The tables and chairs should be comfortable and suitable for continuous sitting for longer hours. Bureau of Indian standards established standards for designing tables and chairs of reading room of the library under the chairmanship of Dr. S. R. Ranganathan. The Library building should be functional in nature with spacious rooms. The first law has thus exercised tremendous influence on library building and its furniture.

(iv) **Library Staff**: In the older day's librarian was expected to protect the books from four enemies- fire, water, vermin and man. Librarian was supposed to be a caretaker. He was just a matriculate and his pay were less. The first law of library science directs us that the libraries must have well educated and qualified staff, so that they can provide better library services to their user.

Library professionals should not forget the noble cause of the service. Scholarship, training emoluments and status etc. are some essential issues for attracting qualified and sincere professionals. The staff of the library should ensure the maximum use of books by readers.

The library should try to keep balance between the retrospective holdings and latest information bearing documents in its collection. Staff of the library should express their pleasure while providing services and express their lovable attitude. They should work as a friend, guide and teacher to their users. The efficiency of service and the ultimate success of the modern library as an agency for diffusion of knowledge depend upon the performance of its staff.

(v) **Book Selection**: The first law had a tremendous impact on book-selection procedure. The librarians should perform the primary work of selecting books while keeping the present and potential needs of users in mind. To maximize the use of books, the librarian should select the books in a suitable, informative, evaluative and inspiring way. In fact, the first law allows placing only those books on the shelves which are regularly read, enjoyed, understood and acted upon by users. Worn out and out of date books should be weeded out with rigidity.

In brief, the implications of the first law are profound, rich, useful and revolutionizing. This law has changed the concept of the old day's librarianship.

1.3.2.2 Implications: Second Law

Reader's requirements are varied for implementation of law 'Every Reader his/her books'. It is the obligation of the library to provide every reader his/her books. This law has contained obligations on the State, Library authority, Library staff and the Readers of the library.

(i) **Obligation of the State**: It is the obligation of the state to provide sufficient support to its citizens for informal, continuous and self-education through the network of libraries. Public libraries provide academic and literary support to the cross section of the society- children, men, women, rich, poor, abnormal, and so on to facilitate development and dissemination of knowledge.

The state maintains various library services through several provisions for library activities and organisation. Various levels of provisions for better functioning of libraries are as follows-

- State public library act.

- State library authority

- Local library authority

- Local library committee and village library committee

- State central library

- Finance, Accounts and Audit.

The functioning of the system will be well defined with regard to gradation of the authority, power and duties of the authority at various level, sources of income and permissible items of expenditure, selection and acquisition of books, co-operative storage, centralized and co-operative cataloguing and classification, cooperation in dissemination of information, inter- library loan etc. This can provide a balance, economic and uniform development of library services based on approved standards. The development of the planned programmes of library services to "All", can only come from the government of the state.

(ii) **Obligation of the Library Authority**: The library authority should monitor the functioning of libraries and the overall system. They should try to provide prompt and free service. A well-thought legislative and co-ordinated measure on the part of state ensuring an evergreen source of finance is essential, but not sufficient.

For the second law, obligation of library authorities is in respect of choice of books and the choice of the staff. These are two main functions of authorities in libraries.

To provide Every Reader his/her book, the second law requires the librarians to know (i) Subject, (ii) Standard (iii) Language of the books used.

The second law indicates that a library should select books on all the major occupations of its actual and potential users. The people are also likely to demand biographies and travel books. The second law also desires that book selection should be closely connected with the exposition of language; style suited to all the intellectuals. The librarians should select and furnish books which satisfy the demands of the neo-literates as well as of the scholars.

Regarding the choice of staff, an adequate and competent team of staff is necessary for facilitating every reader his/her book. In the absence of the able support of competent staff, a reader will not be able to approach good number of books.

(iii) **Obligation of the Staff**: The library staff has a great role to play in the success of the second law. The first law stresses the need for a well-qualified, trained and properly paid staff, the second law requests the library authority to provide for an adequate and devoted staff to show every reader how to use books as tools. To act as the canvassing agent for the books, the staff must know the readers, must know the books and actively help every reader to find his or her work; this work is known as Reference service. Reference service is an effective means of ensuring that a reader gains access to books of possible interest to him.

Book selection is an important Job of the library staff. The staffs should build-up good collections of reference work in libraries and provide personalised service is needed. In conclusion we see that second law demands active help of the staff to the readers of the libraries in locating their required books.

(iv) **Obligation of the Reader**: For the second law, there are certain duties/responsibilities of the reader of libraries also. The users of the library should cooperate with the library staff so that they can provide better library services. The users should have a sound knowledge of the rules and regulations of the library.

A Reader can get his/her book only if each realises that he is not the only one using the library. It is the obligation of every reader to get only the number of books he is entitled for and return them on due dates. The users should have basic knowledge of the scheme of classification used in the library and the art of using library catalogue. They should know about reference work, bibliographies, catalogues of other library services.

1.3.2.3 Implications: Third Law

(i) **Open Access**: Open access system provides an opportunity to see and examine the book collection with as much freedom as one has in his own library. In open access

library, the reader is permitted to enter the stack room and browse books at his/her own desire and pleasure for selecting the best to satisfy requirement.

Open access system increases the use of books. It provides opportunity to its readers for searching books which he never expected to have due to various reasons. With this specific support, less used books are that way put to use.

(ii) **Shelf-arrangement**: Shelf-arrangement plays a vital role in providing easy and comfortable access of books by their appropriate readers. The third law emphasizes on the need of arrangement of books on shelves in classified order based on their content. Subject arrangement on selves, a special shelf for displaying recent arrivals and novelty in arrangement and display will attract the attention of the users.

(iii) **Catalogue**: It is the catalogue that caters useful bibliographic information about the library collection and helps in selection of sources. A well-planned classified shelf arrangement is highly desirable, but it is not self-sufficient in itself to attract needy reader unless it is supported by a well-developed catalogue. The third law also expects from the technical staff for preparing analytical entries based on the contents of each document for the benefit of the readers.

(iv) **Reference Work**: The books cannot reach to the hands of readers until their thought content is interpreted by the reference staff. It is the duty of a reference librarian to act like a marriage match maker between books & readers. He should find a suitable reader for each and every book or vice versa. He should identify all those books which are of less use or no use. This is a kind of service that the third law expects from the reference staff.

(v) **Publicity**: Publicity is a powerful tool to attract the readers of the library and thereby to increase the chances for every book to find its reader. Regular publicity is carried out though library bulletins, newspapers, magazines, printed catalogues, subject book lists, press notice, book fair, window displays, radio/TV talks, public lectures, exhibitions, demonstration tours, library week, brochures and leaflets. The library should adopt all of the authorized methods for attracting library users.

(vi) **Books Selection**: The third law has an important role in book selection process. For satisfying the third law and fulfilling the user's demand, it is essential to examine the user's requirements and the objectives of the library. Book selection must be proper, timely and be based on the local demand, local history and local needs of the users. Thus, the book selection process plays an important role in satisfying the third law of library science.

(vii) **Extension Service**: Extension service is a vital part of the implications of the third law. The purpose of providing extension services is to convert the library into a social centre for encouraging and inculcating reading habits and to turn non-reader into a regular reader.

To satisfying the demand of the third law, the librarians celebrate the local festivals and certain national days dedicated to national leaders or ideas and participate in local festivals. In India,

where such celebrations attract huge crowds of people, this form of extension service is having great potential for satisfying the issues of the third law of library science.

1.3.2.4 Implications: Fourth Law

(i) **Open Access System**: The fourth law strongly opposes the process of the Closed Access System as the time is an important constraint. In a closed access system, there will be a sufficient loss of time while going through the library catalogues. In larger libraries, if the closed access system is followed, the unit processing time for getting the required book may be longer in comparison of the open access system. As the user after submitting the request, is bound to wait at the counter to get the required book and it may take a longer time if the asked book is not available on shelf and the staff ask to give another related requirement (slip). In Open Access System, the user can go to the desired shelf and can browse several books and then finalise the best suited book.

(ii) **Shelf Arrangement**: The comfortable and useful method of shelf arrangement can save sufficient time of the user. Arrangement by subject has been found to be useful and easy to locate a desired book. But in some cases, the interest of the reader goes primarily by the author than by the subject. The method of shelf arrangement should base on the convenience of the user.

(iii) **Stack Room Guides**: Proper guides in the stack room will save the time of the user. It may be quite useful to place them at the entrance of the stack room. It should include the complete plan of the stack room indicating the disposition of every row. Every bookshelf must have a separate signal guide.

(iv) **Catalogue**: The fourth law is aware of the composite nature of the books. Some prominent aspects of a composite book can be highlighted only by cross-reference and analytical entries. The Fourth law advises the librarian to meet the diverse approaches of reader. To save the time of the reader, the library catalogue is generally in two parts as: Alphabetical part and Classified part. Some libraries also have an Author-Title

catalogue and Subject catalogue, altogether it is known as divided catalogue.

Although the library catalogue enables a reader to locate the desired book without any loss of time, yet it becomes difficult to search a micro-document.

Further for saving the time of readers, the library must procure published Bibliographies of individual authors, Subject bibliographies, Cumulative indexes to periodicals, Topical bibliographies, National and Regional bibliographies, Union catalogues, Computerised databases etc.

(v) **Reference Services**: Most of the readers require assistance of reference staff who know the hide and seek character of all kinds of catalogues and indexes and can easily handle them. They can bring books and readers together by providing both ready reference and long-range reference services. Reference staff can also help in selection of books; documentation services like indexing, abstracting, translation, reprography; information services like CAS (Current awareness services), Selective Dissemination of Information, Referral Service, Information Consolidation and Repackaging etc.

(vi) **Issue/Return Methods**: Circulation service is an important service of any library. If this service is well planned and equipped in any library, it saves the time of user and staff both. After a number of experiments, it is brought out that Browne charging system, Newark Charging system, Ranganathan Reader ticket-Book ticket method and Detroit self-charging system are some of the economical, time saving charging systems. Two card systems are found to save the time of the readers over 'Day book' and 'Ledger system'. Automated circulation system is better than all other systems that save the time of the users.

(vii) **Other Service**: To save the time of reader, libraries provide some other services like Mobile library services, Library services for special classes etc.

1.3.2.5 Implications: Fifth Law

(i) **Growth in size**: Library is a growing organism, its growth depends on the count of reader, material, and staff. According to Dr. Ranganathan there are two types of growth- Child growth and Adult growth. Here child growth is characterized by an overall growth in size and weight, while adult growth on the other hand is characterized by the absence of an overgrowth. The growth of library is very much similar to child growth in the respect of reading material and staff. It may possibly attain the adult growth but only in respect of the count of readers.

The main components of the library organism are books, readers, and staff. A modern library is a trinity of all these factors. There must be a harmonious growth among all of these basic components.

(ii) **Reading Materials**: The quality of every library service is based on a live, well chosen, selective and growing collection of information and documents. Library should purchase new books, journals, audio-visuals materials and other informative documents to provide information support for teaching and research activities of the parent institution.

(iii) **Library Building**: Increasing size of the library collection is one of the important aspects for growth, this type of growth is reflected in the stack room of library. Its size, relative position,

book racks, forming unit of which the stack is built, the parts of the book rack, the self-planks, label holders and all such things relating to housing of books will be examined in the light of inevitable growth in stack. In terms of the size of library building, the librarian should provide sufficient provisions not only for satisfying present needs but also for the future needs.

Library building must have a self-sufficient system for adjusting books of fluctuating size. Being a service institution, a library may provide a number of user-based services, the design of library building must be functional in nature for providing proper space to all of the services. The periodicals room also needs a careful design in the light of fifth law of library science. While designing the library building, new principal of architecture such as modular design and dry construction need to be seriously considered.

Catalogue Room is very important part of the Library building. Catalogue room is the room in which the catalogue cabinets are kept. A standard size of unit cabinet is 23"X28". It can hold 48000 catalogue cards. It is observed that each book may have enough cards for its proper representation, so there must be some provision for its proper extension.

Fifth law also affects the physical form of library catalogue. If a library is a growing organism, the library catalogue will also have growth in its nature. If a library grows dynamically, librarian finds it exotic to administer its catalogue because of its limited identity, inflexibility, absoluteness and increasing cost. Another physical form of the catalogue is shelf catalogue, lose- leaf book catalogue and one leaf one entry catalogue but all of these are not competent enough to satisfy the fifth law of library science. Because of the simplicity, attractiveness, cost effective and less chance to error in use, card catalogue is very useful for libraries. Card catalogue has an epoch-making contribution in the library profession. It is quite valuable for preparing bibliographies, indexes, and union catalogues for ensuring interior qualities of up datedness and endless expansion.

(iv) **Classification Scheme:** Another important matter that needs to be examined in the light of the fifth law is the classification of books. As knowledge itself is growing with a very high speed, it is necessary that the classification scheme must be comprehensive, embracing all past and present issues, allowing places for any possible addition of knowledge. It means classification must be flexible, expansible, and hospitable with the highest degree, so that it can accommodate the new subject without dislocating its predefined sequence.

The Reader is a part of trinity; he/she is an important part for any library organisation. The growth of libraries is measured in terms of continuity, eternity and perpetuity depends upon the growth in the count of readers. The growth of readers is examined in the light of the following factors:

a. The size of the reading Room

b. The use method

c. Certain Safeguards.

The growth of the reader requires that the reading room must be flexible to meet the growth of documents, furniture, and accommodation for readers. The reading room should have well planned, attractive and comfortable seating arrangement for painless studies.

(v) **Issue Work:** Increased count of readers leads to increase of issue and return works. The size and shape of the issue counter must, therefore, be taken into consideration to meet the future growth. The issue system will also affect the size of the counter. The counter should be spacious enough to make the reader easy while getting their books issued and returned. Provision of property counter must be available, where the reader can deposit their luggage (belongings).

(vi) **Open access:** Open access system is only medium for facilitating the meeting of books and the readers through fifth law. In open access the readers themselves pick out books of their choice while in closed access system it is not possible.

(vii) **Circulation system:** The ledger system-based circulation is not sufficient enough due to the growth of issue/return work as it involves a number of operations in completing the process of issue/return of a volume. Browne Changing System and Newark changing system has achieved better success in heavy loaded environment.

On the other hand, Ranganathan proposed two card system known as Reader's ticket-book card charging system. It is useful and most economical charging system. These methods have solved the problem of identifying borrowers. Each reader is made

responsible for the books drawn on his tickets and it is his business to keep the tickets in his personal custody and prevents their use by others.

(viii) **Safeguards**: As the number of user increases, the problems of preventing unauthorised removal of books from the library becomes an acute problem in open access libraries. It necessitates some safeguards. Safeguards really secure that all the readers can leave the library through single door, on that door vigilance can be exercised. The safeguards consist of the following arrangements:

Entrance and exit to the library must be provided by one and only one gate. The gate should be normally in closed position. They should open it only if the counter assistant allows. The moment reader leaves it, it should automatically close/lock itself. The passage of the gate should be big/wide enough to allow one and only one reader to pass through it at a time. All other doorways and windows should be fitted with grill work, shutters, or weld-mesh shutters; whose meshes are too small for a book to allow replacing. The greatest disservice to the open access is its introduction without proper safeguards.

(ix) **Staff**: For providing quality support to the library users on various library services, library may require larger count of professionally trained staff. For facilitating this, the library decision maker provides the needed staff. To acquire the aim of library organization, the librarian must keep in view three behavioural requirements-

1. Brilliant, trained persons must be inspired to join the library profession and to remain in it.

2. The person must be aware with their task for which they have been appointed.

3. Working environments must be conductive for creative, spontaneous, and innovative work.

(x) **Staff Council**: Dr. Ranganathan suggests the formation of a staff council for helping the librarians to obtain maximum outcome of work in an efficient manner. In the constitution of the council, it should one representative from each section of the library. The prime function of the staff council is to advice librarian on various matters. Besides, the librarian should encourage the staff members through the sectional meetings.

(xi) **Spirit of the hive**: As a library remains open on all days for long hours, the organisation of the reference section and the direct dealing counters require the greatest skill and care while interaction. Further, library professionals in such areas should work hard with a natural quality of politeness. In other words, the members of staff should inculcate themselves a spirit of hives. It means that member of staff should be willing to co-operate with one another in every possible way.

1.3.3. Summary

The Five laws are the five commandments, embodying the rational for unifying the theory of library science with their formulation. Dr. Ranganathan infused a new life into librarianship and changed it into a scientific approach-based library science.

1.3.4 Exercise

Short question

(i)   How library's location is important for popularising library?

(ii)   Explain ideal opening time of the library.

(iii)   Point out various obligations for satisfying second law of library science?

(iv)   How third law of library science can be satisfied?

(v)   How will you publicize library services?

(vi)   Point out various library services for saving the time of users.

(vii)   What do you mean by Guide? How is it useful for saving the time of users?

(viii)   Discuss various types growth in a library.

(ix)   Discuss various implications of fifth law of library science on technical processing-based activities.

Long question

(i)   Explain various obligations in the context of second law of library science.

(ii)   What is the importance of Open Access System in terms of the third law of library science? Explain.

(iii)   How a librarian can save the time of a library user? Explain.

(iv)   Discuss various issues which establish the library as a growing organism.

1.3.5 Reference

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1.3.6 Glossary

Open Access System: In this system a user is allowed to go inside the library stack and browse document.

Close Access System: In this system a user searches an entry of a document of his/her interest in the library catalogue, writes the description on the slip and hand that over to the stack assistant. The stack assistant goes inside the stack and searches the document of the slip and then hand over the document to the corresponding user.

Modular building design: In a modular building design, all of the services of the library are independent in nature. Any one of the services does not get effected due to functionality or non-functionality of any other service.