

Collection development policy of scientific serials in a university environment

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ABSTRACT

Collection development, organization and management are a multifaceted and complex process particularly Scientific Serials, which involves wide range of activities. The success of it depends on various elements viz., community analysis, need establishment, policy formulation, selection, acquisition, processing, organization, preservation, conservation, evaluation, weeding, resource sharing etc.. An attempt has been made to notify the significance of collection development policy of Scientific Serials in a University setup and reviewed the existing literature, policies and procedures involved and future directions for Serials management in network environment.

Key words: Collection Development Policy, University Library, Serials Management

INTRODUCTION

The concept of library from its historical days meant only collection, preservation and use of it by its patrons. This idea put a limitation to the role of librarian as a custodian of published materials such as books, serials manuscripts etc., .But we know that "Change" is the law of nature. The library field is no exception to this. There has been sea of changes in the concept of library functioning to collection of all kind of information in all available forms, putting it in order, making available to the users at the right time. Nowadays a user expects whole information in all forms to be made available without any loss of time, energy, and money. Therefore, a librarian has changed as an information facilitator to meet the varied user needs.

The success of any library system is recognized not by its building nor by its staff or by its interior

decoration, but by its collection. In fact the future generation will blame us or praise us for its collection. In a library the information available in all forms such as books, serials, electronic media etc., are all important as far as user is concerned. However, the present day need for nascent information in fulfilled by the scientific serials in print and electronic Medias. Apart from this latest form is electronic journals also very much essential to the research scholars to know the recent developments in their subjects, which is referred to as electronic serials electronic periodicals, online journals or electronic publishing etc.

Scientific Serials serve as a major source of current information in many academic disciplines and complement the University Library's collection. Subscription to a serial title involves a prospective long-term commitment of funds, and because of the increasing cost of serial subscriptions, acquisition of new serial titles requires careful consideration. As a scientific serial contains nascent information of research value, it is essential that up-to-date materials in various formats are carefully selected to meet the curriculum and interest needs of the students and faculty members. Any collection both in quantity and quality if not properly and constantly revised and updated will cease to be a live collection. Therefore the collection of the library should always be geared

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to the needs of users it sets out to serve and be planned in accordance with well-defined policies and procedures.

LITERATURE REVIEW ON COLLECTION DEVELOPMENT OF SERIALS

Library profession in India began to emerge during 1930's, when Westerners were talking about buying policies, appropriations of funds, and effective organization of acquisition work.

Mittal [1] documented the problems involved in acquiring serials in Indian universities. Basu [2] highlighted the practical problems of periodical acquisitions particularly non-receipt of issues due to mis-delivery and/or loss in transit. The problems faced by Indian librarians in acquiring current periodicals were discussed by Ghani [3], Agarwal [4], Basu [5], Chopra [6], Gidwani [7], Kapoor [8] and Shah [9]. Bavakutty [10] has observed that journals are acquired in Indian libraries through subscription from publisher, agents, Government agencies, learned societies, exchange and on gratis. Venkatesan and Krishnan [11] felt that, direct method is better among various methods of acquisition of periodicals. DasGupta [12] preferred agency system, as direct method has more problems compared to subscription through agency. Rosamma [13] attempted a comparative cost benefit analysis of the two systems of subscription to periodicals (direct and subscription by agency) based on the experiences of Calicut University Library and Kerala University Library and observed that direct subscription system is more efficient and economical. According to Iyengar [14] the subscription through agency system could be made efficient if there is a proper understanding between serial librarian and subscription agents.

Garg and Gupta [15] opined that problems faced by Indian librarians could be reduced if the periodical trades, in the country were organized properly and government organizations like State Trading Corporation (STC) and Indian National Scientific Documentation Center (INSDOC) were to take interest in the trade. Sethi [16], Chopra [17], Garg [18] and Kaushik [19] felt that STC can be

of use in acquiring foreign materials. Ragavan [20], Karnad and Ragavan [21] observed that improvements are needed in the services of National Technical Information Service (NTIS) and Centralized Acquisition of Periodicals (CAP) Project of INSDOC respectively. Dhawan [22] presented a model for the rationale selection of journals while Raghavan [23] and Sengupta [24-25] adopted bibliometric techniques. Lakhanpal [26] suggested that a procedure of deselection has to be worked out to maintain an effective serials collection. Chandel and Saraf [27] suggested to workout the extent of overlapping of periodicals among scientific libraries in a particular geographical area, so as to avoid duplication of periodicals in geographic proximity. Sarin [28] and Gupta [29] evolved a technique of optimizing the cost effective periodical collection, by considering use as a factor of selection of periodicals. Chudamani and Shalini [30] compared journal selection models to assess their utility in acquisition.

Deshpande [31] discussed the issues involved in collection development - type of documents to be acquired, role of librarian and the staff, role of University Grants Commission (UGC) and size of collection. Problems involved in developing the library collection in colleges were discussed by Choudhury [32], Murthy [33], Jena [34], and Sewa Singh [35]. Guidelines for developing collection development policies in university libraries were discussed by Bavakutty [36], Gupta, Guha and Jayaswal [37], Chandran [38], Choudhury [39-40], Neela [41], Sreepathy Naidu [42] and Talwar and Patil [43]. Nair [44] discussed the need for well defined collection development policy based on the results of a study conducted with regard to the supply of books against specific orders in three university libraries in Kerala. Naidu and Gunjal [45] opined that exchange relations and the types of documents exchanged should be considered while formulating the collection development policy. Hukmani [46] pointed out that the collection development policy must incorporate issue concerned with handling of continuations. Technical services representatives from University of California (UC) campuses formed a collaborative partnership to enhance local access to serials catalog records while also creating a mechanism for preserving local record

data. This project was built upon the principles of a decentralized, cooperative cataloging system later envisioned by the Library of Congress Working Group on the Future of Bibliographic Control with CONSER (Cooperative Online Serials) provided the impetus for moving UC serials cataloging towards an efficient, high-quality single enterprise [47].

COLLECTION DEVELOPMENT POLICY: PROCEDURE FOR PROCUREMENT OF SCIENTIFIC SERIALS

Serials represent a long-term commitment on the part of the library. The Library must be conservative in adding periodicals whose cost may triple in three years and so careful consideration is important when making a request for a new subscription or renewal of scientific serials.

Scope of the Collection

Collection consists of all serials (journals, newspapers, indexes and abstracts, standing orders, loose leaf services, etc) have to be understood and finalized and also whether print or electronic version has to be considered. I think should be more than this. The section need to be beefed up with more literature.

Responsibility for Selection

Based on the faculty request and approval in Department Council, new titles will be added as the budget permits.

Criteria for Serial procurement in a University environment (Including CD-ROMs, Annuals, Yearbooks, Serials etc.)

The Universities in Karnataka adhere to the following procedure for Development of Scientific Serials:

STEP-I (SANCTIONING THE FUND)

1. Budget allocation-approved by syndicate/ Academic Council

2. Availability of funds ascertained depending on receipts in Non plan and UGC head of accounts.
3. Proposals moved by the library to utilize the funds.
4. Considering the funds available, proposal to allocate/sanction the amount for Books, Journals, SC/ST Book Bank moved by the Library (June-August)
5. Administrative sanction orders issued for the amount allotted for Books

*To all P.G. Departments

*To all P.G. Centres

*SC/ST Book Bank (P.G Depts+PG centres)

STEP-II (PROCUREMENT)

1. Journals and Annuals recommended by the Departments
2. List approved by the Library Advisory Committee.
3. Sanction Order issued to the Librarian for the amount allocated towards the renewal of subscription of journals/ CDROMs etc.
4. Advance payment to be made for subscribing Journals, CDROMs, Yearbooks, Serials, Annuals, J-GATE, e Journals etc.,
5. Indian Journals subscribed directly from the Publishers as per GOC.
6. Foreign journals, e journals procured through Distributors Subscription Agents as per GOC/GFR terms and conditions and exchange rates approved from time to time.
7. Journal subscription/renewal is continued until concerned Department recommends canceling the subscription.
8. Secondary Journals, CDROMs Yearbooks, j GAYES JCCC, annuals etc are common to all departments.
9. Action for subscription/renewal starts during September every year and subscription payment made normally by November-December.

10. Bills/Invoices received from firms/Publishers for advance payment.
11. After making necessary records based on the sanction the bills sent to Finance Branch to release payment through Bank Demand Draft.
12. The Finance Section sends the Bank Drafts to the Librarian for making necessary entries and sends the draft to the concerned.
13. On payment, receipt of journals watched and reminders sent at regular intervals for the gaps/non-receipt. On completion of volume journals are bound.

EVALUATION OF SCIENTIFIC SERIALS

A Serials Selection Committee comprising librarians and faculty members has to be constituted annually to review subscriptions in terms of general guidelines, increases and monetary fluctuation and binding. Departments, in collaboration with their respective librarians, must annually evaluate serials currently subscribed to and request, where necessary, cancellation in good time and all this has to be documented in collection development policy. The factors to be considered in evaluating development of scientific serials are:

1. Relevance refers to the extent to which the title supports the needs of faculty and scholars in an university learning, research and teaching programs
2. Cost - cost effectiveness and discount structure and its utility as well.
3. Quality with respect to authority of journal, its publisher, content, peer reviewed nature and currency of publication.
4. Format i.e. Print or electronic format or both has to be decided.

COLLECTION DEVELOPMENT OF SERIALS: MAJOR ISSUES

Financial Constraints

Due to financial crunch in the academic setup, there has been drastic cut in subscription of

serials especially foreign origin. Besides, the usage of journals at least from research scholars and teaching faculty is also a big question. Adequate provision for finance will enable to develop scientific serials in an academic setup.

Lack of timely supply of serial issues especially in the Indian context

Some of the scientific serials especially published in India are received once in a year irrespective of its frequency of publication. This leads to the lack of timeliness of serials for want of research. However, there is an urgent need among Indian publishers of serials to maintain timely supply of subscribed journals to the libraries.

Reliability of Authorized Agents

Up until now, university and college libraries have managed to cope with various changing elements. The ever-increasing costs of serials publications on one hand and unreliability of authorized agents for subscription of scientific serials is another issue to be considered by libraries. This is because, normally, foreign scientific serials are being procured through Authorized Agents and if any issue is not supplied, it is not only a deceptive usage but more importantly questionable by audit. Due to competitive information industry, judicious selection has to be made for getting reliable Authorized Agents for serials subscription for libraries. Consortia Approach

Now a days, development of national consortia like UGC Infonet Consortia or INDEST has been a healthy trend to access wide variety of e-resources to the libraries. But as a result of this, majority of print journals especially foreign serials are discontinued. More than this, to access e-resources, strong ICT infrastructure with better bandwidth is essential in every academic environment, but this needs to be achieved.

Lack of Collection Development Policies

Although in Indian context, the libraries are good at talking on Total Quality Management (TQM) and collection development policies, but still we lack written Collection Development Policies, which will deviate from the actual

procedure and leads to lack of consistency involved in various modalities of procuring scientific journals.

Discount Policy

As compared to books, discount on scientific journals, is not much major issue but the management is more concerned with discount policy and as such some of the publishers offer 2 - 5 percent on scientific journals. Due to ambiguity and consistency of discount policy of scientific serials, this issue needs to be addressed.

Preservation and Binding

It is assumed now that libraries will hold back runs of journals - and that at least one library somewhere will hold a complete run of a title - but the question of archiving scientific serials remains unresolved. At the moment, publishers are maintaining their own archives of electronic journals, which are quite extensive in some cases, but even given the ever-decreasing cost of electronic storage, one wonders whether this situation can continue.

Many people feel that archiving should ultimately be the responsibility of national libraries. Libraries holding large back volumes of scientific serials and of course electronic archives, is that of access to the holdings. The print back volumes problem concern most of us in our daily work, and will not arise for a few years, but it is useful to be aware of them, particularly if making a decision as to whether or not to archive or weed out.

Technical Skill of Library staff

One of the biggest problems for libraries at the moment is the extra staff time needed to administer electronic journal provision, as virtually all the work involved is on top of that which library staff do already. There are also extra costs in training users; more resources are offered to them each year and consequently we have to increase the number and/or length of training sessions. And before staff can train users, they have to train themselves, or be trained, in what electronic journals are available and how each is best used; some people will find this easier than others. Due to library

automation, Serials module has to be automated and this demands well trained technical library staff.

CONCLUSION

The primary purposes collection development are to provide the information resources in print and other formats necessary to carry out the University's teaching commitments and to support the research of its students and faculty. The collections also seek to support the work of staff engaged in university business, and the general cultural and intellectual development of students. The Library, in addition, accepts responsibility for building and maintaining specialized collections in certain limited areas where it is traditionally strong, in order to serve as a regional or national resource for scholars. Development of Scientific serials inherent the issues like non receipt of timely issues, time lag, discount policy, national consortia etc. Hence, the Library, in carrying out collection development activities should develop well documented policy to adhere to the principles expressed in the collection development policy.

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