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12-2018

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Technical Processing in Private University Library of Assam

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Abtract: *Technical processing means library technical services and maintenance activities of a library's collection. Behind the-scenes activities that a library undertakes to process library materials loaned for the public. Most technical services operations covered ordering, claiming and receipt of materials; cataloging, classification of materials; and serials control. Other technical services include the activities related to acquiring donated materials, and repairing and preservation of library materials. I have been studied technical processing of the five private university libraries of Assam. In my studied, I want to study on determine the acquisition policy and procedure about the library materials and through light about different procedure and practices about library classification and cataloguing.*

Keywords: Technical Processing, Acquisition, Classification, Cataloguing, Private University.

1. Private University and Their Importance

The impact of globalization visible in education sector also. There are regular number of increases students for higher education and falling short in seats in colleges and universities. So, private players are open private institutions who are willing to pursue higher education. The government passed private universities establishment and regulation bill in 1995 to encourage establishment of private universities. Private universities in India regulated under UGC regulation 2003.There are 312 private universities in India till date.

2. The Study

Technical processing means library technical services and maintenance activities of a library's collection. Technical Services are the behind-the-scenes activities that a library undertakes to process library materials loaned for the public. Most technical services operations covered ordering, claiming and receipt of materials; cataloging, classification of materials; and serials control. Other technical services include the activities related to acquiring donated materials, and repairing and preservation of library materials.

Advancement of information and communication technology, libraries are move to the automated library system. Automation of the library helps of librarians and other staff members in the areas of technical processing such as acquisitions, classification, cataloging and circulation etc. Automated cataloging standards such as MARC (Machine Readable Cataloging) allow library staff for easily cataloging of library items. Automation of library materials help in easier to find books, buy the book, makes it easier to access journals and some books online from the computer. Automation can also help in weeding out old, outdated and irrelevant books and materials from the collection and strength library with valuable books. Online classification tool such as OCLC help in classify library materials very easily.

Library acquisition means acquire of library materials for the library. First step of library acquisition is adopted of collection development policy and selection of library materials. Library is a growing organism. So, main objectives of library acquisition are to satisfy the user by providing informative information in their needs. Library acquisition comprise of selection, acquisition and organizing of library materials.

A library classification is a system of coding and organizing documents or library materials according to their subject and allocating a call number to that information resource. Classification systems in libraries generally play two roles. Firstly, they facilitate subject access by allowing the user to find out what works or documents the library has on a certain subject. Secondly, they provide a known location for the information source to be located. If documents are arranged in library on the basis of factors other than subject matter, the arrangement will not be helpful in meeting the requirements of the majority of readers who usually approach a library for subject

material. In other words, documents should be classified and arranged on the basis of their subject content. Now days, academic library use DDC (Various edition), OCLC, Union catalogue and web OPAC of other institute for getting call number.

Library catalogues are limited to a particular library or a single group of libraries, but nearly all library catalogues today share the same basic search features and organization. After the advent of online catalogues in the '70s, physical card catalogues became nearly obsolete, but some libraries retain their card catalogues for decorative or commemorative purposes..Library use AACR normative principles of cataloguing and CCC normative principles of cataloguing for cataloguing the library documents. I want to study how the book entry, government publication entry and conference proceedings entry done to the catalogue.

Technical services traditionally handled those tasks associated with bringing materials into the library and making them ready for the general public or service population to use. Public services managed those activities that directly assisted the end-user in gaining access to information in libraries collection as well as from other collections.

The process of technical processing which I have been studied in my research-

Acquisition ⇨ Classification ⇨ Cataloguing

3. Research Problem

a) Problem of Acquisition: Collection development includes selection, acquisition, evaluation, and maintenance of library materials in electronic, print and non-print formats. Fusslerl advocates that the most essential problem is to be able to adapt the selection of materials within library policy. Collection development is a process of building and maintaining the library materials. Acquisition also included, it is a written policy or not, it should be clear on what types of materials to be acquired, sources and methods of acquisition and modes of payment. Librarian serving as a liaison where he is responsible of monitoring the strength and weakness of collection pertaining to the university library needs. Some private university has no written policy and library

committee for acquisition of a book. In private university library of Assam, books are acquired by purchase or gift and not acquired by other part of mode such as exchange. In advancement of science and technology, automated acquisition system i.e. library management software is adopted by library for acquisition of books. It is reducing manual handling and maintenance of paper work. In case of Private University Libraries of Assam, Most of libraries acquisition is not done through library management software.

b) Problem of Classification: Classification is needed for arrangement of books in systematic way. Library should not provide all possible classes. It's our problem to selection of possible classes with reference branches of knowledge. In some academic libraries, various editions of DDC, OCLC, Indcat and Web OPAC of other institute are used for library classification. In some Private University Library of Assam does not register the newspaper and periodical. In addition to this, some subject which requires revision for next edition of classification scheme.

c) Problem in Cataloguing: Cataloguing Service aims at making all the Information accessible and retrievable so that the library can fulfill its educational goal. In case of library catalogue, some problems are found there like subject headings, catalogue entry etc. Few private university libraries of Assam should entered bibliographic description of documents into catalogue. Library management software is used in cataloguing for minimizing the time, search bibliographic description by user very easily. Few private university library of Assam should not use the library management software for cataloguing. Subject heading in a cataloging help in the person searching for items in the library a way to find information by the topics that are covered in those items. Subject heading lists are used to provide reliability in the terms used to describe the subjects or topics covered by the materials in the library. Few libraries does not use list of subject heading such as Library of Congress Subject Heading, Sears List of Subject Heading.

4. Review of Literature

Ahmad and Ganaie (2013) in their article *"Automated Book Acquisition System: A Case Study of Central Libraries of IIT Delhi, IIT Kanpur and Kashmir University"* discussed about automated acquisition system of the library.

Bennet in his book *"Cataloguing in Practice*" discussed about book selection and ordering method.

Bryant and Kaiser (1947) in his article *"A University Library Position Classification and Compensation Plan"* discussed about traditional method of classification.

Chaputula and Kanyundo (2014) in their article *"Collection development policy: How its absence has affected collection development practices at Mzuzu University Library"* discussed about collection development policy of the library.

Evans, Intner, and Jean (2011) in their chapter *"Introduction to Technical Services*" illustrated about different aspect of acquisition such as collection development, types of material acquired acquisition method etc.

Gorman in his article *"Technical Services in an Automated Library"* described about various aspect technical services such as classification, cataloguing, serial control etc.

Huang and Wong (2006) in their article "Technical services and user service improvement" discussed about role of cataloguing in library services.

Immorth and Daily (1971) in their book *"Library Cataloguing: A Guide for a Basic Course"* discussed about library of congress classification and Dewey Decimal Classification.

Miksa((2008) in his article "A *Survey of Local Library Cataloguing Tool and Resource Utilization"* illustrated about cataloguing rules, classification scheme and subject heading.

Reddy and Chandraiah (2017) in their article *"Collection Development in University Libraries: A Case Study"* discussed about acquisition, selection and collection development policy.

5. Objectives of the study

Objectives of my study are as follows-

i) To determine the acquisition policy and procedure about the library materials.

ii) To through light about different procedure and practices about library classification and cataloguing.

6. Scope of the study

My scope of study is limited to five private university libraries of Assam. All private university libraries are well equipped, well organize and use the modern technology.

Name of University	Location	YoE	Website
i)Assam Down Town University	Guwahati	2010	http://www.adtuonline.in/
ii)Assam Don Bosco University	Guwahati	2008	http://www.dbuniversity.ac.in/
iii)Kaziranga University	Jorhat	2012	http://www.kazirangauniversity.in/
iv)Mahapurusha Srimanta Sankaradeva Viswavidyalaya	Nagaon	2013	http://www.mssv.co.in/
v)Royal Global University	Guwahati	2009	http://rgu.ac/

YoE-Year of Establishment

7. Limitation of the Study

My study only focused on technical processing such as acquisition, classification and cataloguing of private university library of Assam. In my study I excluded other technical services such as serial control, circulation etc for limited period of time.

8. Research Methodology

Research methodology means to collect information and data for the purpose the study. For that, first I conduct a plane to do the study. The methodology for conducting

the study mainly consists of personal interview, observation, verification of resources and literature survey. In all such surveys, statistical methods will be applied for drawing inferences. Ms Excel sheet and SPSS software is used for data interpretation. For collection of data from Librarian separate structured questionnaires will be prepared.

9. General Information about the Surveyed Private University Libraries of Assam

The study covers data collection to perform dissertation work on the topic *"Technical Processing in Private University Libraries of Assam: A Study"*, survey work have been done in 5 private universities of Assam. Based on responses received from the Universities Libraries, an attempt has been made to analyze the data to present the findings thereof. The questionnaire was disseminated to all five Private University Libraries of Assam. The names of the Universities are-

i)Assam Don Bosco University**(ADBU)**
ii)Assam Down Town University**(ADTU)**
iii)Assam Kaziranga University**(AKU)**
iv)Mahapurusha Srimanta Sankaradeva Viswavidyalaya**(MSSV)**
v)Royal Global University**(RGU)**

5.2. Name of Library with year of Establishment: The name of libraries of Private University which I have been surveyed and their year of establishment are given in the table 5.1 below-

Table 5.1: Name of Library with year of Establishment

Name of University	Location	YoE	Website
i)Assam Down Town University	Guwahati	2010	http://www.adtuonline.in/

ii)Assam Don Bosco University	Guwahati	2008	http://www.dbuniversity.ac.in/
iii)Kaziranga University	Jorhat	2012	http://www.kazirangauniversity.in/
iv)Mahapurusha Srimanta Sankaradeva Viswavidyalaya	Nagaon	2013	http://www.mssv.co.in/
v)Royal Global University	Guwahati	2009	http://rgu.ac/

YoE-Year of Establishment

5.3. Staff of the Private University Libraries of Assam: Total staff

in the private university libraries of Assam is presented in the table 5.2 below-

Table 5.2: Staff of the Private University Libraries of Assam

Name of the University	**Librarian**	**Assistant Librarian**	**Professional Assistant**	**Library Assistant**	**Library Attendant**	**Book Arranger**	**Total**
ADBU(T)	1	0	0	2	0	0	3
ABDU(A)	1	1	0	1	0	0	3
Total	2	1	0	3	0	0	6
ADTU	0	1	0	2	2	0	5
AKU	0	1	1	3	0	1	6
MSSV	0	1	0	1	1	0	3
RGU	1	0	0	2	0	0	3
Total	3	4	1	10	3	1	22

Table 5.2 shows Asssam Don Bosco University have two campus i.e. Tapesia campus and Azara Campus and each campus have one librarian.RGU has one librarian and rest other universities have no librarian. Four Universities have assistant librarian i.e. ABDU, ADTU, AKU and MSSV. One library has professional assistant i.e. AKU. All universities have library assistant. Two universities have library attendant i.e. ADTU and MSSV. One university has book arranger i.e. AKU

5.4. Collection of the Library: Collection of the library is presented in the table 5.3 below-

Table 5.3: Collection of the Library

Name of University	Books	Journal	CD /DVD	Magazine	News Paper	Post Graduate Dissertation	E-Resources	Bound Volume	Total Collection
ADBU(T)	5597	2	60	7	6	461	-	-	6133+21891 =28024
ADBU(A)	16000	63	800	23	5	-	5000	-	
ADTU	20365	17	340	2	7	-	-	-	20731
AKU	12585	38	573	11	11	338	-	104	13660
MSSV	15377	13	15	10	7	-	-	8	15430
RGU	22125	57	250	27	6	2000		-	24465

Table 5.3 shows that ADBU has highest collection and followed by RGU, ADTU, MSSV, and AKU respectively.

5.5. Collection Development Policy of the Library: Collection development policy of the library is presented in the table 5.4 below-

Table 5.4: Collection Development Policy of the Library

Name of the University	Yes	No
ADBU	√	-
ADTU	-	√
AKU	-	√
MSSV	√	-
RGU	√	-
Total	3(60%)	2(40%)

Figure 5.1: Collection Development Policy of the Library

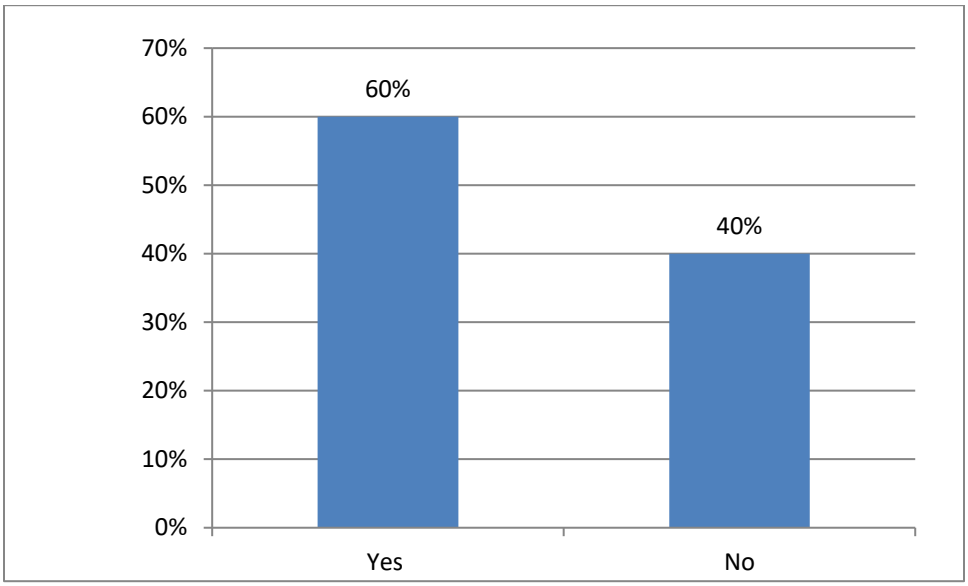


Figure 5.1 show that 60% university libraries have collection development policy i.e. ADBU, MSSV and RGU. There is no collection development policy in 40% library i.e. ADTU and AKU.

5.6. Selection of General Books and Reference Books for University Library:

Selection of general books and reference books for university library is presented in table 5.5 below-

Table 5.5: Selection of General Books and Reference Books for University Library

Name of the University	Library Committee	Librarian	Teachers
ADBU	-	√	√
ADTU	-	√	
AKU	-	√	√
MSSV	√	-	-
RGU	-	√	√
Total	1(20%)	4(80%)	3(60%)

Table 5.5 shows that 80% of university library, selection of books is done by Librarian followed by teachers i.e. 60% and Library committee i.e.20%.

5.7. Sources used for selection of documents for Library: Source used for selection of documents for library is presented in the table 5.6 below-

Table 5.6: Sources used for selection of documents for Library

Name of the University	Teachers' Suggestion	Student's Suggestions	Book Seller's List	Subject Bibliographies	
ADBU	√	√	√	√	
ADTU	-	-	-	-	
AKU	√	√	-	-	
MSSV	√	√	√	√	
RGU	√	-	-	-	
Total	4(80%)	3(60%)	2(40%)	2(40%)	

Table 5.6 shows that 80% of library teachers' suggestions used for selection of documents for library followed by 60% libraries students' suggestions, books received on approval and publishers' catalogue used for selections of documents for library. Minimum 40% libraries used book sellers' list, subject bibliographies and book reviews for selection of documents for library.

5.8. Mode of Acquisition of Books: Mode of acquisition of books is presented in the table 5.7 below-

Table 5.7: Mode of Acquisition of Books

Name of the University	By Purchase	By Gift
ADBU	√	√
ADTU	√	-
AKU	√	√
MSSV	√	√

	RGU	√	-
	Total	5(100%)	3(60%)

Table 5.7 shows all libraries acquisition of books through purchase i.e. 100% followed by 60% libraries acquired through gift.

5.9. Software use for Acquisition: Software used for acquisition of books is presented in the table 5.8 below-

Table 5.8: Software Use for Acquisition

Name of the University	Yes	No	Name of the Software
ADBU	-	√	-
ADTU	-	√	-
AKU	-	√	-
MSSV	-	√	-
RGU	√	-	SOUL
Total	1(20%)	4(80%)	-

Figure 5.2: Software Use for Acquisition

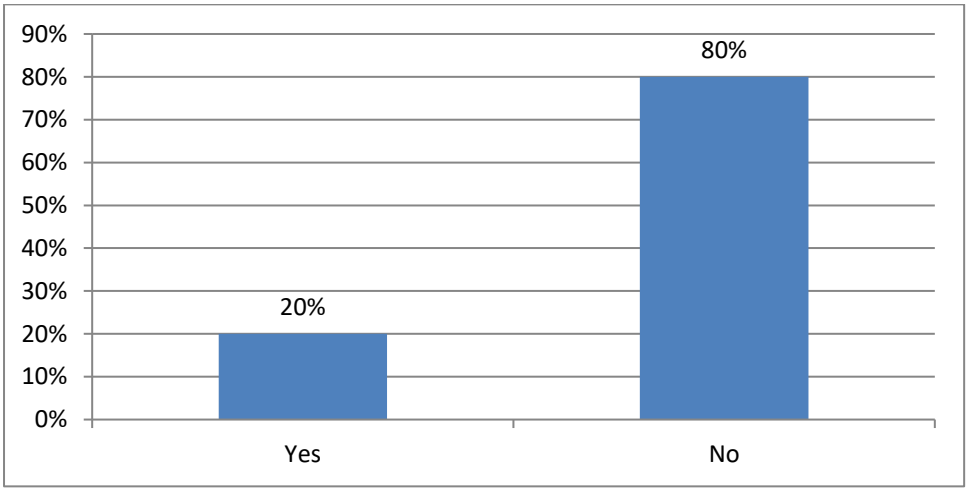


Figure 5.2 shows that 20% libraries used software for acquisition process i.e. Royal Global University.RGU used SOUL software for acquisition process. Eighty percent libraries did not use software for acquisition process.

5.10. Descriptive Statistics of Acquisitions: Descriptive statistics of acquisition is presented in the table 5.9 below-

Table 5.9: Descriptive Statistics of Acquisitions

Variables	Mean	Std. Deviation	N
Collection Development Policy	12	10.95445115	5
Library Committee	4	8.94427191	5
Librarian	16	8.94427191	5
Teachers	12	10.95445115	5
Teachers' Suggestions	16	8.94427191	5
Students' Suggestions	12	10.95445115	5
Book Seller's List	8	10.95445115	5
Subject Bibliographies	8	10.95445115	5
Book Received on Approval	12	10.95445115	5
Book Reviews	8	10.95445115	5
Publishers Catalogue	12	10.95445115	5
Purchase	20	0	5
Gift	12	10.95445115	5
Software	4	8.94427191	5

Table 5.9 shows that descriptive statistics of acquisition. Collection development policy is taken as dependent variable and others are taken as independent variables.

Purchase has a highest mean and low standard deviation. That mean purchase is close related to data set.

5.11. Classification Scheme used and Edition of the Classification Scheme:

Classification scheme used and edition of classification scheme is presented in the table 5.10 below-

Table 5.10: Classification Scheme used and Edition of the Classification Scheme

Name of the University	Classification Scheme (DDC)	22nd Ed.	23rd Ed.
ADBU (Tapesia)	√		√
ADBU (Azara)		√	
ADTU	√	-	√
AKU	√	-	√
MSSV	√	-	√
RGU	√	-	√
Total	5(100%)	1(20%)	5(100%)

Table 5.10 shows that all libraries used DDC classification scheme for classify the libraries materials i.e. 100% libraries. All libraries used the 23rd edition of classification scheme i.e.100% libraries. ADBU university library used both edition of classification scheme i.e. 22nd and 23rd.

5.12. Reason for Choosing Present Scheme of Classification:

Reason for choosing present scheme of classification is presented in the table 5.11 below-

Table 5.11: Reason for Choosing Present Scheme of Classification

Name of the University	Historical Reason	Personal Experience	Personal Knowledge
ADBU	√	-	-

ADTU	-	√	-
AKU	-	-	√
MSSV	-	√	-
RGU	-	√	-
Total	1(20%)	3(60%)	1(20%)

Table 5.11 shows that maximum libraries used the present scheme of classification for personal experience followed by 20% libraries used present scheme of classification for historical reason and personal knowledge.

5.13. Classification and Entries of all materials received by the library:

Entries of all materials received by the library is presented in table 5.12 below-

Table 5.12: Classification and Entry of all materials received by the library

Name of the University	Yes	No	Not Classification the materials	
			Registration of News Paper	Registration of Periodical
ADBU	-	√	-	√
ADTU	√	-	-	-
AKU	√	-	-	-
MSSV	-	√	√	√
RGU	√	-	-	-
Total	3(60%)	2(40%)	1(20%)	2(40%)

Figure 5.3: Classification and Entry of all materials received by the library

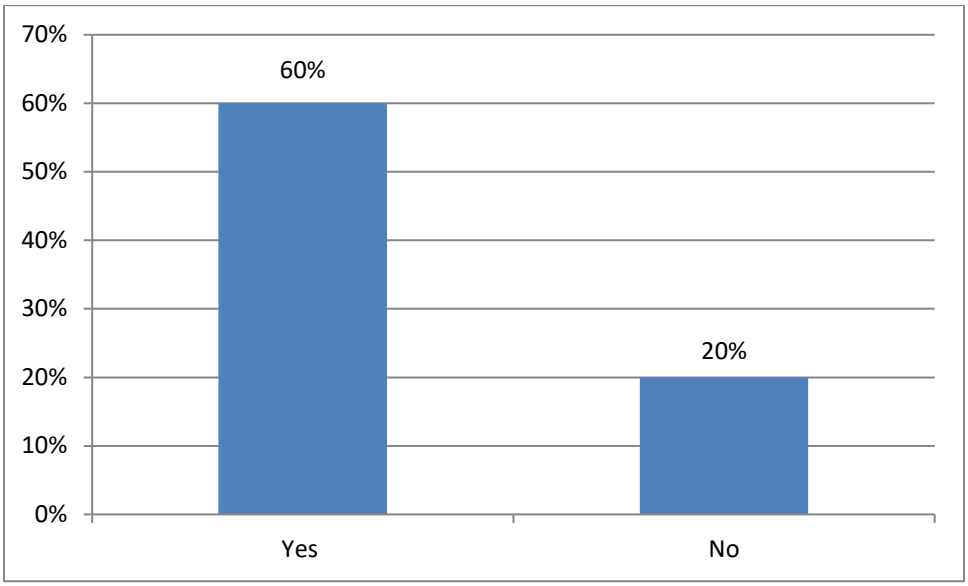


Figure 5.3 shows that 60% libraries have been done classification and entry of all materials received by the library. Forty percent libraries have not done entry of all materials received by the library i.e. ADBU and MSSV library. Both libraries did not register of periodical and newspaper.

5.14. Classification of materials in the Library:

Classification of materials is presented in the table 5.13 below-

Table 5.13: Classification of materials in the Library

Name of the University	Librarian/Assistant Librarian	Library Professional
ADBU	√	-
ADTU	-	√
AKU	√	√
MSSV	-	√
RGU	-	√
Total	2(40%)	4(80%)

Table 5.13 shows that 80% of the private university libraries materials are classified by the professional assistant followed by 40% libraries are classified by the librarian/Assistant Librarian.

5.15. Library staff used for technical processing is professionally qualified: Professional qualification of professional staff is presented in the table 5.14 below-

Table 5.14: Library staff used for technical processing is professionally qualified

Name of the University	Yes	Qualification of Technical Processing Staff	
		MLISc	Diploma in Library Science
ADBU	√	√	-
ADTU	√	√	-
AKU	√	√	√
MSSV	√	√	-
RGU	√	√	-
Total	5(100%)	5(100%)	1(20%)

Table 5.14 shows that all libraries have been done technical processing by professionally qualified personal. Technical staffs of all libraries are MLISc i.e. 100%.Technical processing of one library is done by both MLISc and diploma in library science i.e. AKU library.

5.16. Consult other classifier and Subject Specialist for deciding or making the Class Numbers: Consulted other classifier and subject specialist for deciding or making is presented in the table 5.15 below-

Table 5.15: Consult other classifier and Subject Specialist for deciding or making the Class Numbers

Name of the University	Yes	No	If yes, whom do library consult		
			Librarian of other Institute	LIS Teachers	Subject Expert
ADBU	√	-	-	-	√
ADTU	√	-	√	-	-
AKU	√	-	-	√	√
MSSV	√	-	√	-	-
RGU	-	√	-	-	-
Total	4(80%)	1(20%)	2(40%)	1(20%)	2(40%)

Figure 5.4: Consult other classifier and Subject Specialist for deciding or making the Class Numbers

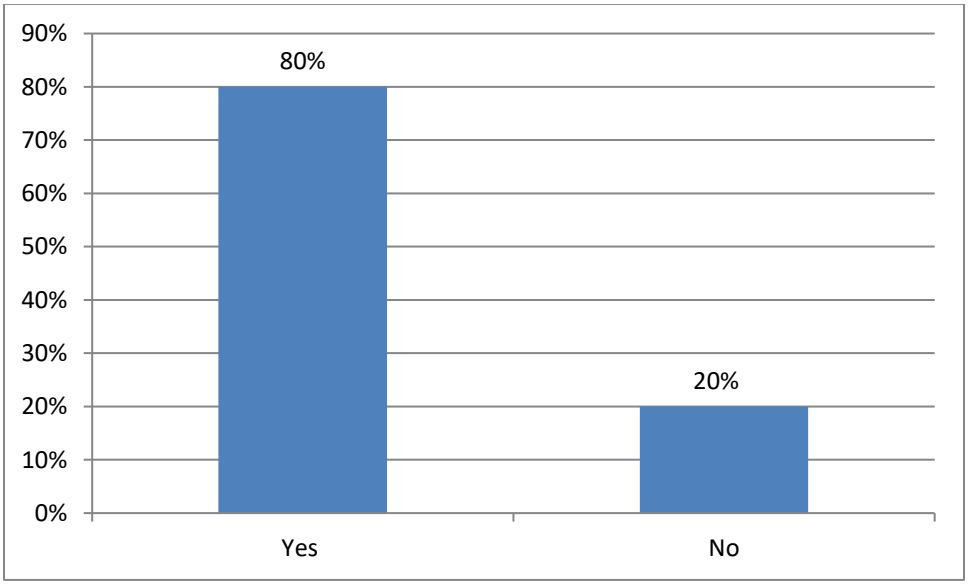


Figure 5.4 shows that 80% of libraries consult other classifies and subject specialist for deciding or making the class numbers. Twenty percent library is not consulting other classifier and subject specialist for deciding or making the class numbers i.e. RGU library. Maximum libraries consult librarian of other institute and subject expert for making the class number i.e. 40% followed by LIS teachers i.e. 20%.(See table 5.15)

5.17. Subject which requires revision for the next edition of scheme the library uses:

Subject which greatest need of revision for the next edition of scheme the library uses is presented in the table 5.16 below-

Table 5.16: Subject which requires revision for the next edition of scheme the library uses

Name of the University	Does Not Arise	General & Computer Science	Literature	Fine Arts	Architecture	Electrical Engineering	Electrical & Communication Engineering
ADBU	-	√	√	-	-	-	-
ADTU	√	-	-	-	-	-	-
AKU	-	-	-	-	-	√	√
MSSV	√	-	-	-	-	-	-
RGU	-	-	-	√	√	-	-
Total	2(40%)	1(20%)	1(20%)	1(20%	1(20%)	1(20%)	1(20%)

Table 5.16 shows forty percent libraries have not been arisen for greatest need of revision for the next edition of scheme the library uses. Twenty percent libraries have been arisen for general & computer science, literature, fine arts, architecture, electrical engineering and electrical & communication in greatest need of revision for the next edition of scheme the library uses.

5.18. Uses of Online Database for Classification:

Uses of online classification scheme is presented table 5.17 below-

Table 5.17: Uses of Online Database for Classification

Name of the University	OCLC	IndCat
ADBU	√	√
ADTU	√	-
AKU	√	-

MSSV	√	-
RGU	√	-
Total	5(100%)	1(20%)

Table 5.17 shows that all libraries use OCLC online databse for classify the documents i.e. 100% followed by 20% libraries use IndCat.

5.19. Descriptive Statistic of Classification: Descriptive Statistics of Classification is presented in the table 5.18 below-

Table 5.18: Descriptive Statistic of Classification

Variables	Mean	Standard Deviation	N
23rd Edition of DDC	20	0	5
22nd edition of DDC	4	8.94427191	5
Historical Reason	4	8.94427191	5
Personal Experience	12	10.95445115	5
Personal Knowledge	4	8.94427191	5
Entry of materials	12	10.95445115	5
Librarian	8	10.95445115	5
Library Professional	16	8.94427191	5
Qualification of Library Staff	20	0	5
Consult other classifier	16	8.94427191	5
Does not arise	8	10.95445115	5
General & Computer Science	4	8.94427191	5
Literature	4	8.94427191	5
Fine Arts	4	8.94427191	5
Architecture	4	8.94427191	5
Electrical Engineering	4	8.94427191	5
Electrical &	4	8.94427191	5

Communication Engineering			
OCLC	20	0	5
worldcat	4	8.94427191	5

Table 5.18 shows that statistical description of classification. I have taken 23rd edition of DDC as dependent variable and others are independent variable. 23rd Edition of DDC, qualification of library staff and OCLC has highest mean and lowest standard deviation. Therefore, mean of those variable are closely related to data set.

5.20. Cataloguing of Collection:

Cataloguing of Collection is presented table 5.19 below-

Table 5.19: Cataloguing of Collection

Name of the University	Yes	No	Cataloguing Scheme Adopted
			AACR-II
ADBU	√	-	√
ADTU		√	-
AKU	√	-	√
MSSV	√	-	√
RGU	√	-	√
Total	4(80%)	1(20%)	4(80%)

Figure 5.5: Cataloguing of Collection

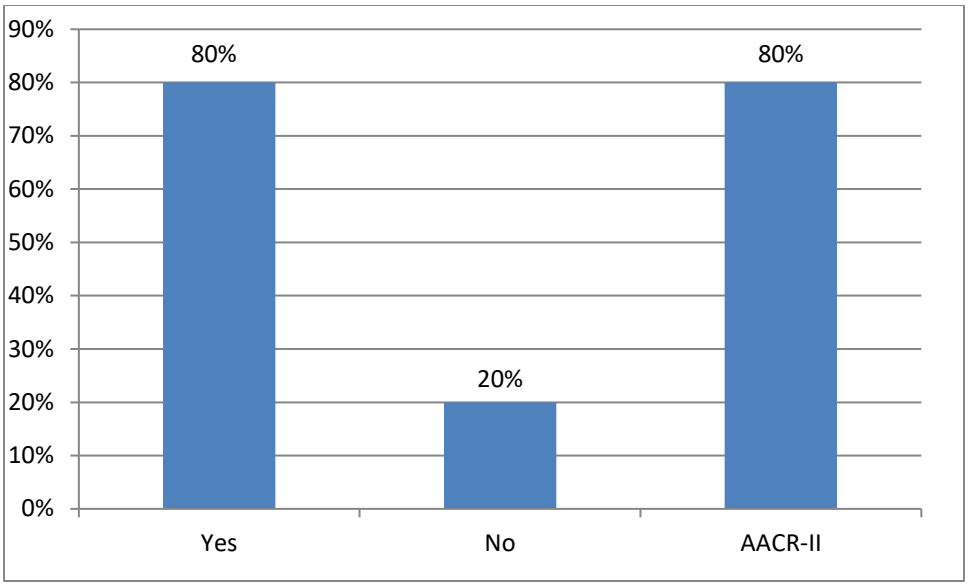


Figure 5.5 show that 80% libraries have been done catalogue of their collection. Twenty percent library have not been done catalogue of their collection i.e. ADTU library. AACR-II cataloguing scheme is used by 80% library.

5.21. Library Software used for Cataloguing: Library Software used for Cataloguing is presented in the table 5.20 below-

Table 5.20: Library Software used for Cataloguing

Name of the University	SOUL	KOHA	Institutional Software	Not Using Software
ADBU	-	√	-	-
ADTU	-	-	√	--
AKU	-	√	-	-
MSSV	-	-	-	√
RGU	√	-	-	-
Total	1(20%)	2(40%)	1(20%)	1(20%)

Figure 5.6: Library Software used for Cataloguing

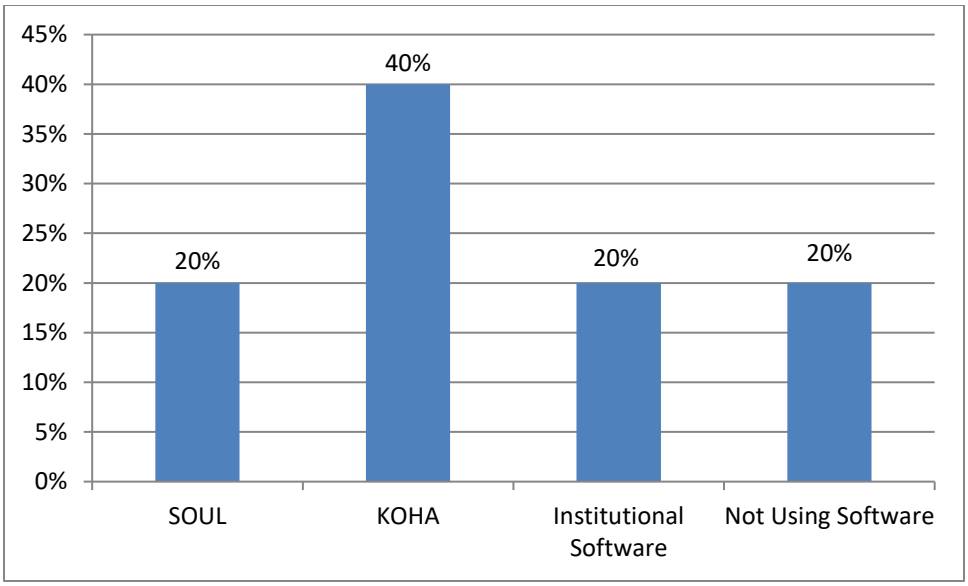


Figure 5.6 shows that maximum libraries used koha software for cataloguing i.e. 40% followed by 20% library used SOUL and Institutional software for cataloguing. One library does not use any software for cataloguing i.e. MSSV library.

5.22. Name the Code which is used for S.H in catalogue:

Name the Code which used for S.H in catalogue is presented in the table 5.21 below-

Table 5.21: Name the Code which is used for S.H in catalogue

Name of the University	No	LCSH	SLSH
ADBU	-	√	-
ADTU	√	-	-
AKU	-	-	√
MSSV	-	-	√
RGU	-	-	√
Total	1(20%)	1(20%)	(60%)

Figure 5.7:Name the Code which is used for S.H in catalogue

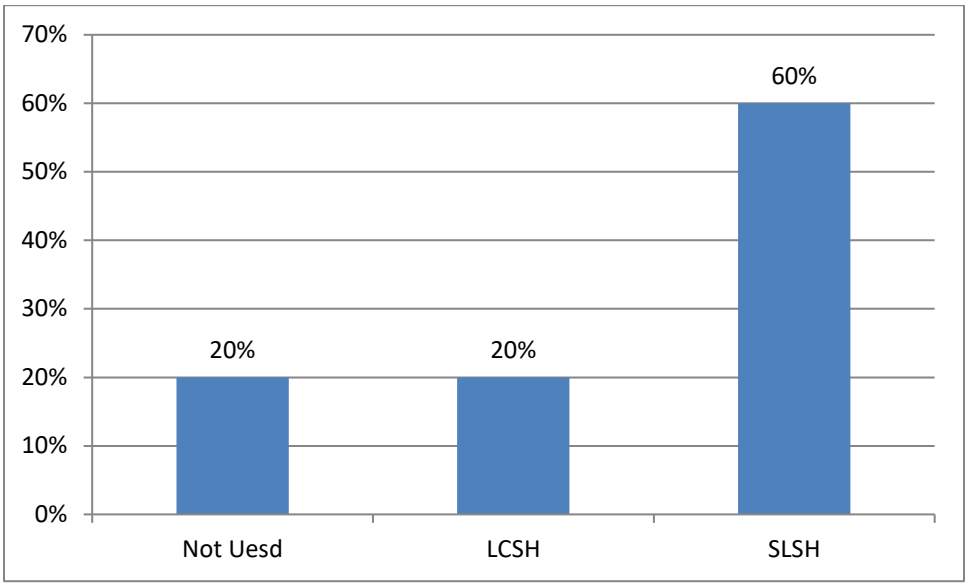


Figure 5.7 show that 20% library did not use subject heading list for cataloguing i.e. ADTU library. Maximum library used sears list of subject heading foe cataloguing i.e. 60% followed by library of congress subject heading i.e.20%

5.23. Descriptive Statistics of cataloguing: Descriptive Statistics of cataloguing is presented in the table 5.22 below-

Table 5.22: Descriptive Statistics of cataloguing

Variables	Mean	Std. Deviation	N
AACR-II	16	8.944272	5
SOUL	4	8.944272	5
KOHA	8	10.95445	5
LCSH	4	8.944272	5
SLSH	12	10.95445	5

Table 5.22 shows that descriptive statistics of cataloguing. I have taken AACR-II as dependent variable and others are taken as independent variable. AACR-II has highest mean. Standard deviation of AACR-II, SOUL, LCSH are equal. That means, AACR-II, SOUL and LCSH are closely related to data set.

10. Findings of the Survey

Objective 1: To determine the acquisition policy and procedure about the library materials.

In this connection to know collection development policy of the library, selection of general books and reference books for university library, source used for selection of documents for library, mode of acquisition of books and software used for acquisition were lined up for the study.

Findings-

1.1 Out of five universities, three universities have collection development policy i.e. 60%.

1.2Selection of library materials are done by the librarian in four universities i.e. 80% followed by teachers in three universities i.e. 60% and library committee in one university i.e. 20%.

1.3. Maximum library used teachers suggestions for selections of library documents for the library i.e. 80% (four university library) followed by 60%(3 university library) libraries students' suggestions, books received on approval and publishers' catalogue used for selections of documents for library. Minimum 40% (2 university library) libraries used book sellers' list, subject bibliographies and book reviews for selection of documents for library.

1.4. All libraries acquisition of books through purchase i.e. 100% followed by 60 %(3 university library) libraries acquired through gift.

1.5.Twenty percent (1 university library) libraries used software for acquisition process i.e. Royal Global University.RGU used SOUL software for acquisition process. Eighty percent (4 university library) libraries did not use software for acquisition process.

Objective 2: To through light about different procedure and practices about library classification and cataloguing

In this connection different procedure and practices about library classification and cataloguing used by the library was lined up for the study.

Findings-

2.1. All libraries used DDC classification scheme for classify the libraries materials i.e. 100% libraries. All libraries used the 23rd edition of classification scheme i.e.100% libraries. ADBU university library used both edition of classification scheme i.e. 22nd and 23rd.

2.2 Maximum libraries used the present scheme of classification for personal experience i.e. 60% (3 university library) followed by 20 %(1 university library) libraries used present scheme of classification for historical reason and personal knowledge.

2.3 Sixty percent (3 university library) libraries have been done entry of all materials received by the library. Forty percent (2 university library) libraries have not done entry of all materials received by the library i.e. ADBU and MSSV library. Both libraries did not register of periodical and newspaper

2.4 Eighty percent (4 university library) of the private university libraries materials are classified by the professional assistant followed by 40 %(2 university library) libraries are classified by the librarian.

2.5 All libraries have been done technical processing by professionally qualified personal. Technical staffs of all libraries are MLISc i.e. 100%.Technical processing of one library is done by both MLISc and diploma in library science i.e. AKU library.

2.6 Eighty percent (4 university library) of libraries consult other classifies and subject specialist for deciding or making the class numbers. Twenty percent (1 university library) library is not consulting other classifier and subject specialist for deciding or making the class numbers i.e. RGU library. Maximum libraries consult librarian of other institute and subject expert for making the class number i.e. 40% by LIS teachers i.e. 20%.

2.7 Forty percent libraries have not been arisen for greatest need of revision for the next edition of scheme the library uses. Twenty percent libraries have been arisen for general & computer science, literature, fine arts, architecture, electrical engineering and electrical & communication in greatest need of revision for the next edition of scheme the library uses.

2.8 All libraries use OCLC online database for classify the documents i.e. 100% followed by 20% libraries use IndCat.

2.9 Eighty percent libraries have been done catalogue of their collection. Twenty percent library have not been done catalogue of their collection i.e. ADTU library. AACR-II cataloguing scheme is used by 80% library.

2.10 Maximum libraries used koha software for cataloguing i.e. 40% followed by 20% library used SOUL and Institutional software for cataloguing. One library did not use software for cataloguing i.e. MSSV library.

2.11 Twenty percent library did not use subject heading list for cataloguing i.e. ADTU library. Maximum library used sears list of subject heading foe cataloguing i.e. 60% followed by library of congress subject heading i.e.20%.

11. Suggestions

i) The government should not grant affiliations and permissions to the academic institutes until and unless they can keep the requisite library norms.

ii) The management committee should take for successful implementation of modern technology.

iii) Adequate funds may be provided to libraries for their development and functioning and it should be utilized properly.

iv) Librarian should be emphasized on development of acquisition policy of the library.

v) Library personnel should be trained to acquaint with technical services.

vi) Library should be participated in workshop, seminar for getting the knowledge of present trend of technical services.

vii) Concerned university authority should be positive minded for development of the library.

viii) Libraries must be encouraged to renovate themselves in the modern trends.

ix) Librarians need to proactive in making library collections decisions.

12. Conclusion

Technical processing is a vast area for study. Covering all related sub areas in this particular study is a very challenging task. There is every possibility that the researcher may miss to cover some of the areas either knowingly or unknowingly. Technical processing covered acquisition, classification and cataloging in my study.

Private university libraries are facing problem while going to technical processing. These problems are arises mainly due to their diverse nature, different process of acquisition, different types of classification scheme , different rules of cataloging and such other related factors. Moreover, lack of expertise of the LIS professionals in technical processing by the Private University Libraries of Assam.

The Private University Libraries of Assam must realize the situation and work for extending better, proper and standard services to its users and it is possible only when technical services are done in proper way so that user can avail the services in optimum way.

The integration of information and communication technologies into the working practices of organizations and individuals has led to do the technical processing effectively. It is important to realize that technical processing of the library resources should be properly organized for access and effective use by end users.

Maximum Private University Libraries of Assam used collection development policy, classification scheme, classification all materials received by the library, use online classification scheme, cataloguing of collection and OPAC used to find the library documents.

There are no separate technical processing sections in all private university libraries of Assam. So, Technical processing section should be established for smooth running of the library function. Technical processing needs to be integrated into the plans and policies of any institution to maximize its effectiveness. Technical processing is very much important for a library on which depend on proper services of the library. It is hoped that the approach of the issues outlined, the suggestions and the references to more detailed source and past project will contribute to the future success of initiating technical processing of library resources effectively.

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