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Book Acquisition and Technical Processing Pattern in Government First Grade College Libraries of Karnataka

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Abstract: *The present study examines the book acquisition and technical processing pattern in the libraries of Government First Grade College (GFGC) of Karnataka. The study includes 249 colleges spread across the state and shows various methods of book procurement and technical processing employed in the selected college libraries. It is found that 90% of colleges procure library documents based on demand from faculty and student. Almost 45% of colleges use the publisher's catalogue tool to select documents. At most (83.94%) colleges indicated that insufficient funding was the main obstacle to acquiring reading material. In addition, more than 51% of libraries have adopted the DDC classification scheme for organizing documents, and 45% of libraries provide Online Public Access Catalogue (OPAC) services. The collection development pattern in the library is low compared to the user strength. The technical processing that consist classification and cataloguing and found nearly half of the surveyed libraries have not classified their books with any standard scheme.*

Keywords: *Acquisition, Technical Processing, Classification and Cataloguing. Book selectin, Government college, College libraries.*

1. Introduction:

Acquisition is a process of obtaining books and other reading materials for the library. Building a collection of documents and other reading materials is a long-term process and requires timely review and approval of the co-operation of top officials (DCE-2015). The technical process is another meticulous job where employees should process the documents by considering standards and specifications. Request processing, verification, ordering, receiving,

cataloging, and classifying are the most important procedures of the procurement and technical process of a (BEROE-2021). Acquisition is the first function of Library Technical section being treated as core component of collection development in a library. The process of acquiring document includes evaluation of existing collection, and taking proper decisions about usefulness of the document over a period of time. Acquisition is used to obtain materials for libraries. Historically the acquisitions decisions were done by the chief librarian and the actual ordering done by the clerical staff and this is still true for small libraries. There are numerous challenges, trends and paradigm shifts occurring in acquisition management in libraries (MHRD).

The GFG colleges are an institution of higher education exclusively dedicated to both men and women and rural and urban students. There are a total of 430 Government First Grade colleges established in Karnataka and have been manages the administration, funding, and planning activities by the Department of Collegiate Education (DCE), Government of Karnataka. The students of the GFGC are from diverse socio-economic backgrounds, therefore their libraries need to have enough information resources to meet the higher educational needs. The study aimed to evaluate procedures followed and challenges faced in acquisition technical processing of library. It is known that different libraries are following different practices and procedures and facing challenges. Keeping view in this, the researcher asked questions to the GFGC librarians to know different criteria's, and tools of book selection, cataloguing standard & classification scheme followed, and the problems facing in procuring books, etc. To bring uniformity in the practices and procedures, this study has been carried out.

2. Review of Literature:

To find out the relevant literature for review, a large number of literature have been searched in different bibliographic and full-text resources The literature is searched covering various aspects of study from journal articles are presented below. Joshi & Patil (2015) analyzed the acquisition data of a university library. The study noticed that, among all the funding agencies, the University Grants Commission funded more for the purchase of books and other reading materials. The author observed that the allocation of funds is a variant discipline to

discipline and the price of the book depends upon the nature of book. The study found that the highest expenditure on books was made on chemistry subjects. The study indicated that the allocation of funds is not encouraging every year to the tune of actual requirement and the number of books purchased is not directly proportional to the amount spent. Mapulanga (2014) examined the challenges and opportunities of the public procurement legislation for academic librarians as regard to the acquisition of library materials. The study reveals that academic libraries are involved in the internal procurement committees and librarians representation differs from one institution to another. Almost all the surveyed libraries either use the centralized or else independent procurement methods. It is also found that the university libraries directly deal with agents so that has negatively affected the libraries, as materials are procured at different prices and sometimes at higher prices. Hence the study suggests that the committee should take users opinion during the library procurements. Walters (2013) examined the problems and difficulties with selection, licensing, and acquisition and management of e-books in academic libraries. The author stated that many of the libraries are threatened with the acquisition of e-books and their related issues. The study reveals e-books related difficulties such as e-books create serious difficulties in a multiplicity of file format for both cross-platform computability and long term access and e-books are released 3 to 18 months after the corresponding print version. In the selection of books, librarian's opinioned d their preference for selection is title-by-title selection through the mode of package deals. Librarians have no control over the titles in the package system but vendors are free to add or remove titles during the term of the agreement without notifying the subscribing organization. The preservation of e-books is difficult as it requires long-term maintenance with its elements like software, hardware, and file. Finally, the study identified that there is a lack of uniformity in license terms, lease conditions, access restrictions, and librarians' expectations. Dzwing, Zofia & Brinkman (2013) evaluated collection development models. The author stated in the study that, common „just in case“ acquisition model becomes outdated. The new model combines Patron Driven Acquisition (PDA), introduced by e-book Library (EBL), with our current approval plans for paper books at Blackwell Book Services. This aim is to get our users involved in the collection development process, while maintaining our standard of service and efficiently controlling our budget. Truitt (2003) raises a question why lack of acquisition standards in the library system? There are

standards like MARC, MARC-21, EDIFACT, X12, and ONIX and all are best protocol needs of library acquisition, but they are partial solutions to our needs. This initial design includes data migration from one system to another, report of publishers, tracking of payments, combination subscription, and membership, books, and serials price trends. Depending on institutional practices and requirements, we may approach these segments so that support the recording and reporting the other functions of library.

3. Scope and Limitations of the study:

This work is confined to studying the libraries of GFG colleges of Karnataka. These are tied to the Departments of Higher Education and the Department of Collegiate Education (DCE), Government of Karnataka. The Government First Grade Colleges are affiliated with the jurisdiction of the corresponding state universities. The study covers a total of 430 Government First Grade colleges. In light of credibility, the intended study was limited to only 278 colleges that have administered and maintained by permanent librarians.

4. Objectives:

The main objectives of the study are

1. To know the book selection criteria and tools followed in acquisition of books.
2. To identify the most problematic factors in the acquisition of reading materials and
3. To trace the problems based in procurement of books
4. To suggest measures to the problems faced in obtaining books to the library.

5. Study Methodology:

The present study focused on GFGC libraries of Karnataka. An attempt was made to collect responses from all 430 GFGC libraries data in order to meet the objectives of the study. The descriptive research study was employed using quantitative data. The study population is Librarians of all 430 GFGC Colleges. The convenience sampling method was used to obtain more accuracy in the results, therefore in-charge librarian responses were not considered in this

study. For this study, the investigator used questionnaire technique to collect relevant data from the librarians. Among the 430 GFG colleges, a total of 278 colleges have full-time librarians. A well-designed questionnaire distributed to all 278 college librarians, of which 249 librarians responded with a response rate of 89.56%. The collected data processed and analyzed using M.S.Excel application software. The analysed data was presented in the form of following tables and graphs.

6. Discussions and Results:

The collected data from the respondents were presented in the form of following tables of the below.

Table-6.1 Gender and Age Group of the Respondents

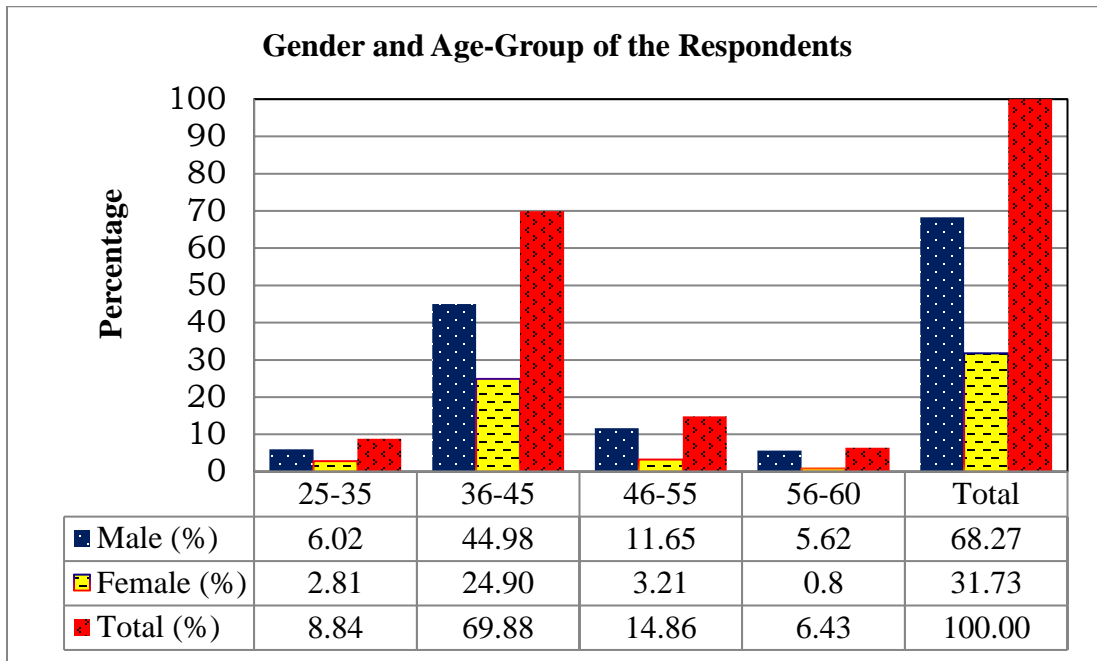


Figure 1 Gender and Age Group of the Respondents

Fig-1 shows the gender and age group of the respondents. Of 249 respondents, 170 (68.27%) were male, and 79 (31.73%) were female. The table also shows the age distribution of the respondents, i.e. 174 (69.88%) (male 44.98% and female 24.90%) belonged to the age group

of 36-45, followed by 37 (14.86%) of respondents (male 11.65% and female 3.21%) belonging to the age group 46-55, 22 (8.84%) respondents (male 6.02% and female 2.81%) between the age group of 25-35, and 16 (6.43%) respondents (male 5.62% and female 0.80%) belong to the age group 56-60. The table inferred that highest number of respondent belonging to the age group of 36 to 35 and while gender wise respondents majority are male compared to the female.

6.1 Type Disciplines Offered in GFG Colleges

| Sl. No. | Disciplines | Total Respondents | Percentage |
|---------|------------------------------------------|-------------------|------------|
| 1 | Arts, commerce and science | 112 | 44.98 |
| 2 | Arts and commerce | 85 | 34.14 |
| 3 | Arts, commerce, science, and management. | 26 | 10.44 |
| 4 | Science | 6 | 2.41 |
| 5 | Arts and science | 6 | 2.41 |
| 6 | Arts | 5 | 2.01 |
| 7 | Commerce | 3 | 1.20 |
| 8 | Law | 3 | 1.20 |
| 9 | Others | 3 | 1.20 |

Table-1 Type Disciplines Offered in GFG Colleges

The table-1 depicts the type of disciplines offered by GFG colleges. The majority i.e. 112 (44.98%) colleges that offer arts, commerce, and science, followed by 85 (34.14%) colleges arts, and commerce, while 26 (10.44%) of them offer arts, commerce, science, and management. Further, there are some colleges that offer disciplines like science 6 (2.41%), Arts 5 (2.01%), and 3 each of commerce, and law.

6.2 Acquisition Method

| Sl. No | Criteria's | Total Respondents | Percentage |
|--------|-------------------------------|-------------------|------------|
| 1 | Purchase | 249 | 100 |
| 2 | Gifts | 168 | 67.48 |
| 3 | Exchange | 17 | 6.82 |
| 4 | Inter library loan | 5 | 2.00 |
| 5 | Resource sharing & consortium | 89 | 35.74 |

Table-2 Acquisition Methods

The table-2 depicts the method of acquisition of reading materials. It is found that all the libraries procure reading materials with purchase mode followed 67.48% gifts, 35.74% resource sharing and consortium and only less number of libraries with the modes of ILL and Resource sharing and consortium

6.3 Book Selection Criteria's

| Sl. No | Criteria's | Total Respondents | Percentage |
|--------|-------------------------------------|-------------------|------------|
| 1 | Recommendation of faculty | 233 | 93.57 |
| 2 | Students demands | 229 | 91.97 |
| 3 | Based collection development policy | 136 | 54.61 |
| 4 | Books prescribed in the curricula | 133 | 53.41 |
| 5 | Personal convictions | 87 | 34.94 |
| 6 | Strength of collection | 83 | 33.33 |
| 7 | Reviews is newspaper magazines | 56 | 22.49 |
| 8 | ILL requests | 10 | 4.02 |
| | Total | 249 | 100 |

Table-3 Book Selection Criteria's

The table-3 indicates the criteria used for the selection of reading materials in GFGC libraries. The data depicts that majority i.e. 233 (93.57%) respondents select reading materials based on the recommendations of the faculty, followed by 229 (91.97%) selects based on student's demands, and 136 (54.61%) based on through collection development policy. Further, a reasonable number of libraries follow other methods of selection of reading materials.

6.4 Document Selection Tools

| Sl. No. | Document Selection Tools | Total Respondents | Percentage |
|---------|-------------------------------------------|-------------------|------------|
| 1 | Publisher's catalogue | 112 | 44.98 |
| 2 | Subject bibliography | 76 | 30.52 |
| 3 | Check the holdings of other libraries. | 38 | 15.26 |
| 4 | Indian national bibliography | 24 | 9.64 |
| 5 | Guide to Indian periodical literature | 18 | 7.23 |
| 6 | Ulrich International periodical directory | 5 | 2.01 |
| 7 | Directory online databases | 32 | 12.85 |
| 8 | Cumulative book index | 11 | 4.42 |
| | Total | 249 | 100.00 |

Table-4 Document Selection Tools

Document selection is an important function of any librarian and is carried out by certain criteria to achieve the goals of the parent institute. To select the documents, the librarian has to refer the source which consist bibliographic description and place the order. When asked what type of document selection tool the respondent is referring to, is shown in table-4, most of the respondents i.e. 112 (44.98%) consult the publishers catalogue, followed by 76 (30.52%) of them use the 'subject bibliographies', and 85 (34.14%) us the 'polishers catalogue' and some other tools/sources.

6.5 Problems in the Acquisition of Reading Materials

| Sl. No | Problems | Total Respondents | Percentage |
|--------|----------------------------------|-------------------|------------|
| 1 | Inadequate funding | 209 | 83.94 |
| 2 | Inadequate staffing | 176 | 70.68 |
| 3 | Space problem | 198 | 79.52 |
| 4 | Incomplete bibliographic details | 56 | 22.49 |
| 5 | Identifying out of print book | 56 | 22.49 |
| 6 | Deciding mode of acquisition | 37 | 14.86 |
| 7 | Choosing vendors | 50 | 20.08 |
| 8 | Postal delays | 35 | 14.06 |
| 9 | Inadequate manpower | 113 | 45.38 |
| | Total | 249 | 100.00 |

Table-5 Problems in the Acquisition of Reading Materials

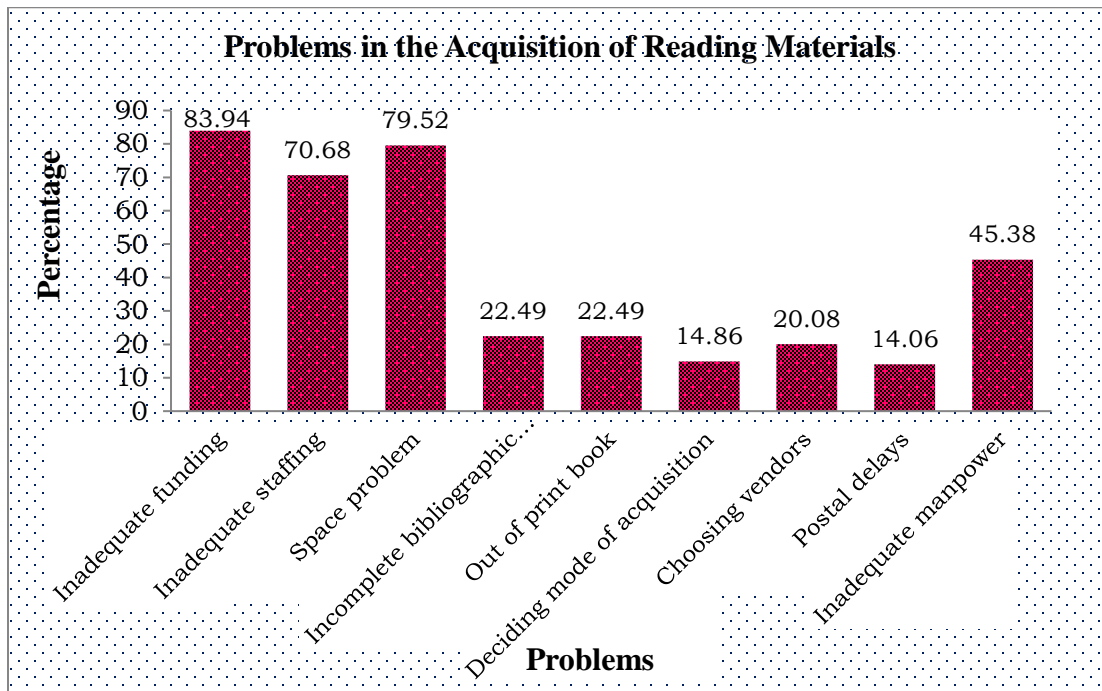


Figure-2 Problems in the Acquisition of Reading Materials

In order to know the main problems of the acquisition of reading materials, a list of problems and responses were given in table-5 and fig-2. It depicts that the major problems in the acquisition of reading materials are inadequate funding 209 (83.94%), inadequate staffing 176 (70.68%), and space problems 198 (79.52%). Further, it can be observed that the respondents identified inadequate funding, and space problems as ‘more problematic’ issues.

Table-6.6 Problematic Factors in the Acquisition of Reading Materials

| Sl. No | Problematic Factors | 1 | 2 | 3 | 4 | Total (%) | Mean | SD |
|--------|----------------------------------|----------------|----------------|----------------|----------------|--------------|------|-------|
| 1 | Inadequate funding | 114 (45.78) | 96 (38.55) | 25 (10.04) | 14 (5.62) | 249 (100) | 1.76 | 0.852 |
| 2 | Inadequate staffing | 62 (24.90) | 118 (47.39) | 54 (21.69) | 15 (6.02) | 249 (100) | 2.09 | 0.838 |
| 3 | Availability of space | 150 (60.24) | 44 (17.67) | 34 (13.65) | 21 (8.43) | 249 (100) | 1.70 | 0.996 |
| 4 | Incomplete bibliographic details | 30 (12.05) | 29 (11.65) | 72 (28.92) | 118 (47.39) | 249 (100) | 3.12 | 1.031 |
| 5 | Identifying out of print book | 37 (14.86) | 9 (3.61) | 56 (22.49) | 147 (59.04) | 249 (100) | 3.26 | 1.077 |
| 6 | Deciding the mode of acquisition | 12 (4.82) | 36 (14.46) | 50 (20.08) | 151 (60.64) | 249 (100) | 3.37 | 0.902 |
| 7 | Choosing the vendors | 16 (6.43) | 70 (28.11) | 80 (32.13) | 83 (33.33) | 249 (100) | 2.92 | 0.932 |
| 8 | Postal delays | 9 (3.61) | 17 (6.83) | 124 (49.80) | 99 (39.76) | 249 (100) | 3.26 | 0.739 |

Table-6 Problematic Factors in the Acquisition of Reading Materials

* Measured factors by four-point scales as 1=More Problematic, 2=Somewhat Problematic, 3=Problematic 4=No Problematic

The above table-6 depicts that availability of space (60.24%), and inadequate funding (45.78%) are the two more problematic issues faced by the respondents, while 118 (47.39%) and 96 (38.55%) respondents found that inadequate staffing and inadequate funding are somewhat problematic respectively. The Means plot and standard deviation also displayed in the table. It can be observed from the data that respondents face the problem of inadequate funding as they chose to answer either more problematic or problematic.

6.7 Classification Method Adopted

| Sl. No | Classification Method | Total Respondents | Percentage |
|--------|--------------------------|-------------------|------------|
| 1 | DDC | 128 | 51.41 |
| 2 | CC | 3 | 1.20 |
| 3 | UDC | 3 | 1.20 |
| 4 | Subject-wise arrangement | 108 | 43.37 |
| 5 | No scheme is followed | 7 | 2.81 |
| | Total | 249 | 100.00 |

Table-7 Classification Method Adopted

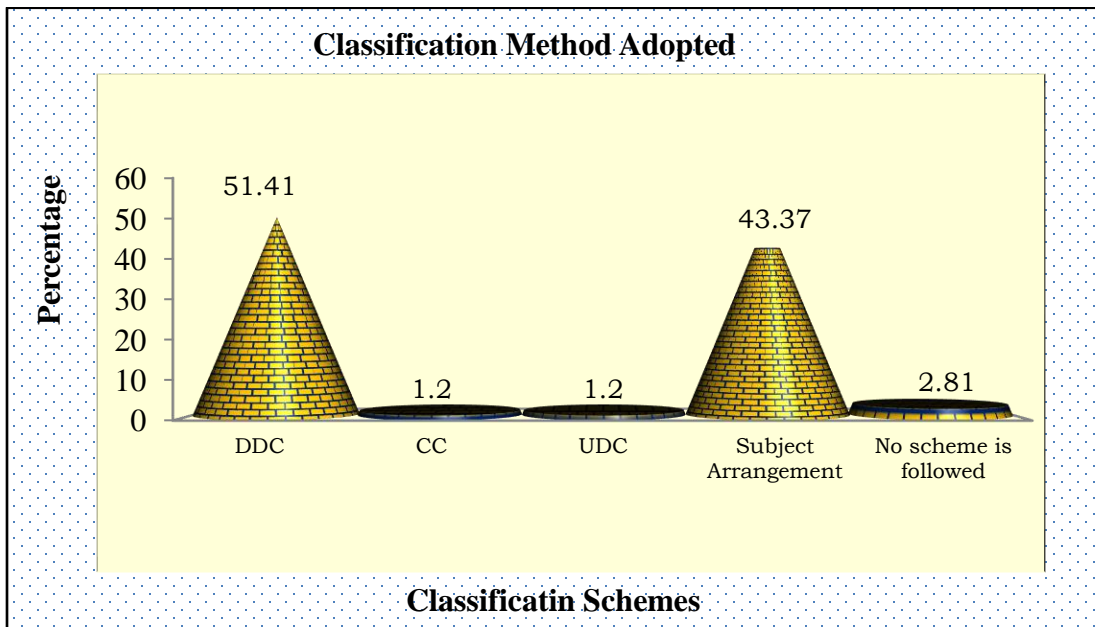


Figure-3 Classification Method Adopted

The above table-7 and fig-3 depict the type of classification scheme adopted by GFGC libraries. It is clear from the table that the majority of college libraries i.e. 128 (51.41%) are using DDC for classifying documents, followed by 108 (43.37%) libraries following subject-wise arrangement. Further, the table indicates that only a few libraries i.e. 3 (1.20%) are using CC and UDC classification schemes. It is important to note that 7 (2.81%) libraries are not using any scheme for classifying their library documents.

6.8 Form of the Catalogue Adopted in GFGC Libraries

| Sl. No. | Forms | Total Respondents | Percentage |
|---------|------------------------------------|-------------------|------------|
| 1 | OPAC | 114 | 45.78 |
| 2 | Register or book form of catalogue | 95 | 38.15 |
| 3 | Card catalogue | 35 | 14.06 |
| 4 | Sheaf catalogue | 01 | 0.40 |
| 5 | Not catalogued | 4 | 1.60 |
| | Total | 249 | 100.00 |

Table-8 Form of the Catalogue Adopted in GFGC Libraries

To investigate, we asked a question to the respondents to know the form of the catalogue available in their library. Table-8 reveals that in a large number of libraries i.e. 114 (45.78%) OPAC is made available to search the documents, followed by 95 (38.15%) libraries with register or book form of catalogue, and 35 (14.06%) libraries with card catalogue. It is important to note that a very less number of libraries use neither OPAC, nor the book form of catalogue, nor the card catalogue.

7. Study Findings:

This study highlights outlined method, type, and criteria's flowed in book acquisition and technical processing and also assessed the problems facing by the librarians. The findings concerning the objectivity of present investigation are suggestions are summarized hereunder.

It found that over 90% of GFGC libraries made book selection for their library based faculty and student recommendations, and only 50% of libraries followed collection development policy for selecting their library resources. As far as document selection tools are concerned, 44% of librarians use publishers catalogue, and websites to select required documents for their libraries. It can be understood that only a few number of GFGC libraries follow document selection tools like a guide to Indian periodical literature, and cumulative book index. The study shows that insufficient funding and space problems are more problematic. It can be seen from the data that respondents face the problem of inadequate funding as they chose to answer either more problematic or problematic. It is found from the study, majority i.e. 51.41% of respondent libraries follow DDC for classifying their library books followed by subject-wise arrangement 43.37%, and only a few universities use CC and UDC

8. Conclusion:

A large number of Government First Grade College libraries do not meet the prescribed rules that have been specified in the college library manual published by the Department of Collegiate Education (DCE) Govt. of Karnataka. Whereas majority of the library procure books on the recommendations of student and faculty members and half of the libraries followed book selection policy while acquiring reading materials. Insufficient grants from the state government and lack of supporting staff are the major problematic issues have been identified in handling of the acquisition and technical processing. And also observed that nearly half of the libraries have not classified their reading materials and they been arranged by subject-wise. The study recommends that the governing body should grant sufficient fund to the GFGC libraries to procure good number of books. And Government should appoint staff as per the staffing pattern. Further the stake holder of the library has to follow the regulations specified by college library manual for acquisition of reading materials. This would lead be excel in all the ways and means to meet the objectives of the Department of Collegiate Education and the Higher education of Karnataka.

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