

AV-8802
B.A (Hon's) First Semester Examination, 2015-16
Library and Society
Paper: First
Time Allowed: Three Hours
Maximum Marks: 70

Model Answer

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Section A

Question 1: Objective Type Questions:

- I. Cataloguing (panzzi code)Or British Museum Library
- II. Dr. S.R. Ranganathan (1931)
- III. 19
- IV. The public library is the local gateway to knowledge, provides a basic condition for life long learning, independent decision-making and cultural development of the individual and social group.
- V. Resource sharing is a process to share the resources of one library by the other libraries on demand, when they are needed by its user i.e sharing one asset with others.
- VI. International Federation of Library Associations and Institutions.
- VII. The Hague , Netherlands.
- VIII. Every Reader His / Her Book.
- IX. Melvil Dewey
- X. 1800

Section B

Question 2: write short notes on special library.

Answer:

Introduction

The libraries that are run by private businesses and public organizations, including hospitals, museums, research laboratories, law firms, and many government departments and agencies, fall into this category. Branches of a large academic or research libraries dealing with particular subjects are also usually called "special libraries": they are generally associated with one or more academic departments.

Definition of special library

The Association of Special Libraries and Information Bureau (ASLIB)- defined special library as a department/ faculty responsible for the acquisition, indexing, and distribution (dissemination) of recorded knowledge directly concerned with the work of a specialized organization or a special group of users.

Objectives:

The objectives of the special library are given below -

- i) Provides information service, which enable the members of the organization to keep track of the significant developments in their field of interest;
- ii) The librarian searches literature exhaustively and brings it to the notice of the organization;
- iii) Provides information pin pointedly, exhaustively and promptly, thereby saving time of the users;
- iv) Provides inspiration and stimulation to users by means of balanced collections and fine services.

Collections:

Collections of the special libraries are developed to support their information services, both current and retrospective. It contains collections of unique materials to support the needs of advanced and highly specialized scholarship including internally generated information and information available from sources outside the parent organization. These collections may include rare manuscripts, pamphlets and books, scientific documents, important printings of literary works, regional histories, original musical scores, journals, technical and research reports, translations, dissertations, patents, abstracts, directories, or other distinctive scholarly resources.

Services:

As the collection of special libraries may contain many rare and valuable materials, their use is typically confined to the library buildings. It also may or may not be accessible to some identified part of the general public. Special libraries also often publish scholarly materials in their collections, sponsored lectures, colloquia, and arrange exhibitions of their most important holdings. Information service is an integral part of the special libraries. The nature and extent of information services offered by the individual special libraries varies according to the need of its primary users and according to its own resources in staff and collections. At the minimal level of information service it disseminates information and materials; answers reference questions, directs users to appropriate sources, and deals with such simple current awareness services as periodical routing. At the intermediate level, it offers literature searches, prepares bibliographies, selects and transmits research materials and provides current awareness services such as acquisition bulletins. At the maximum level it offers evaluative and comprehensive literature searches and more complex current awareness services such as Selective Dissemination of Information (SDI) services.

Many institutions make a distinction between circulating libraries (where materials are expected and intended to be loaned to patrons, institutions, or other libraries) and collecting libraries (where the materials are selected on a basis of their nature or subject matter). Many modern libraries are a mixture of both, as they contain a general collection for circulation, and a reference collection which is often more specialized, as well as restricted to the library premises. In addition to providing materials, libraries also provide the services of librarians who are experts at finding and organizing information and at interpreting information needs.

Conclusion:

Question 3. Describe The Importance of Resource Sharing.

Answer

Introduction

Resource sharing is a concept quite often talked about in the literature of LIS. Literally, the term implies, using each other's resources. Edmonds defines it as 'the reciprocally beneficial sharing of resources, developed or pre-existing, by two or more bodies.' In the context of libraries, it refers to libraries sharing their resources, including the sources of information, staff expertise, infrastructure, and finance. The question arises, why should they do so? They are already so heavily burdened by requests from their own users, how will they cater to the needs of other libraries?

The answer lies in knowing the situation in which they find themselves in, which is presented in the following paragraphs.

Meaning of resource sharing

Two or more libraries/information systems sharing their resources to satisfy increased pressure of user demands. The resources may be physical or intellectual.

Importance of resource sharing

Libraries exist for users; any change in their demands and requirements requires libraries to adapt. Users are now more demanding, expecting to be satisfied as early as possible. Libraries have to show their accountability; they have to satisfy the users in the best possible way. Customized services are the talk of the day. Staff has to be more interactive with the users knowing about their area of interest and their requirements to serve them in the best possible way. This requires that the professional staff does not have to attend to the routine chores, technical procedures. Resource sharing enables libraries to function effectively and efficiently in view of the above situation. Sharing of resources may solve the problem as under: All libraries would not have to acquire all the documents that they require. They would share the documents thus overcoming the problem of increased prices and space for storing them. Libraries by sharing would have access to large number of documents thus satisfying the increasing demand for documents. Sharing would also allow them to use documents in different formats. It would also allow them to share the expertise of staff, thus saving costs as well as the time of the staff. They would now be freed from the routine technical procedures, as that would be done on a common basis between them.

Conclusion

Question 4. Describe the objective of library associations

Answer

Introduction

In the context of libraries, the association means the organization of the library staff members, persons or institutions related to the library matter and profession. The library associations are those professional organizations of learned people which foster a spirit of public service among the members, promote the library services, and protect the interest of their members and builds up the image of the library profession in the society.

Based on the coverage of geographical area library associations can be grouped into International, National, State and Local. Library associations can also be grouped based on the particular area of activities as Special and General. The special library association can again be a medical library association, school library association, rural library association, and the like. Most professional librarians belong to at least one professional organization.

Historical Account:

In 1852 a group of librarians, scholars, teachers and clergymen met in New York for the foundation and management of a collection of books or knowledge for public use. In May, 1876 a few library devotees, by taking the hint from the meeting of 1853, proposed a like gathering in connection with the great exhibition in Philadelphia. The announcement of the meeting that would be held in October 4, 1876^Â was sent to the leading libraries and to the leading librarians abroad. As a result of this gathering, the American Library Association (ALA) was formally inaugurated on October 4, 1876^Â and this was followed only a year later by the Library Association (LA) in the United Kingdom.

Functions and Activities of Library Associations:

The functions of a library association depend upon the particular pursuit for which the association is formed. Generally a library association performs the following functions-

- i) Act as a Common Forum;
- ii) Library Movement;
- iii) Planning;
- iv) Force the Authority;

- v) Development of the Profession;
- vi) Problem Solving;
- vii) Conduct Survey and Research;
- viii) Code of Conduct;
- ix) Resource Sharing;
- x) Make General Public Conscious;
- xi) Holds Conferences, Seminars, Meeting, and Lectures; and
- xii) Training Courses.
- xiii) Standardization
- xiv) Institute Prizes, Rewards, Fellowship
- xv) Publication
- xvi) Cooperation

Objectives:

The L.A. has the following objectives.

- i) To unite all persons engaged or interested in library work by holding conferences, seminar etc.
- ii) To promote the better administration of libraries.
- iii) The promotion of legislation.
- iv) The encouragement of research.
- v) The better training of librarians.

Conclusion:

Question 5. Trace The Contribution Of C.A. Cutter In Short.

Introduction

If one works or spends time in a library long enough they may hear the term “Cutter number.” A “Cutter number” is an alpha-numeric device used in cataloguing. It is named after the librarian who devised it, Charles Ammi Cutter. While not as well-known as his contemporary Melvil Dewey, Charles A. Cutter created lasting contributions to the field of cataloguing and to librarianship in general. In a memorial sketch of Cutter written a month after his death William Foster wrote that Cutter contributed three major works to the history of cataloguing. The first is the catalog of the Boston Athenaeum, the second is Cutter’s Rules for a Dictionary Catalogue and the third is his Expansive Classification.

Early Life and Student Career

Cutter was born to Caleb and Hannah (Bigelow) Cutter in Boston, Massachusetts on March 14, 1837. Cutter’s mother died while he was still a child. When his father remarried he was sent to live with his grandfather and maiden aunts. (Stromgren) Cutter was exposed to libraries at an early age as one of his aunts, Charlotte, was a librarian at the Cambridge town library. He was raised in a Unitarian religious environment and after graduating from Harvard College third in his class he continued his studies at the Harvard Divinity School While a student at the College he worked in the school library where he rearranged and reclassified the library’s holdings. While doing so he came into contact with the College Library cataloguer, Ezra Abbott. He graduated in July of 1859 and a year later decided not to be ordained as a minister but instead accepted an assistant librarian position at the college library, an appointment secured for him through his association and relationship with Abbott. He continued to work as a librarian until his death.

Early Professional Career

As an assistant librarian at the Harvard Library, together with Ezra Abbott, he created a new cataloguing system for the library’s collection. What was different about this catalogue was that Cutter and Abbott used index cards. (Stromgren) Previously, library catalogues were published in book form thus creating a situation where the catalogues were often not accurate as new acquisitions and removed items weren’t added or deleted until the next catalogue was published. By using index cards, changes to the catalogue could be made in an easy and timely manner.

Boston Athenaeum

In 1868 Cutter was elected librarian of the Boston Athenaeum. During his career at the Boston Athenaeum, which spanned 25 years, he created all three of what Foster regards as his lasting contributions to the field of library science. As mentioned earlier the first was the catalogue of the Boston Athenaeum. The catalogue of over 87,000 holdings was published in 1874 and according to Foster “stood almost alone among American bibliographical undertakings so far as magnitude and thoroughness were concerned.” (Foster 1381) Subsequent volumes of the catalogue were published in 1876, 1878, 1880, and the last was in 1882. A set of rules for cataloguing grew from Cutter’s arduous efforts of compiling the catalogue of the Boston Athenaeum. The Rules for a Dictionary Catalogue first appeared in print in 1876 in the United States Bureau of Education publication Public Libraries in the United States of America: Their History, Condition, and Management. Later editions were published in 1889, 1891 and 1904. Called “Cutter’s rules” still today the Rules for a Dictionary Catalogue has been a major influence on today’s cataloguing rules and acted as a basis from which the Library of Congress Subject Headings was developed.

Cutter’s Expansive Classification

Cutter’s third major contribution to library science according to Foster is his Expansive Classification. Started while Cutter was still with the Boston Athenaeum he published six schemes of the EC between 1891 and 1893, The first scheme was developed for a small library. As a library grew in size it could switch to the next level scheme. The next level scheme included the prior scheme(s) with the subdivisions expanded to accommodate a larger collection. According to Stromgren in the article “Library systematized extraordinaire” Cutter’s goal was to “prepare a scheme applicable to collections of every size, from the village library in its earliest stages to the national library with a million volumes.” (Stromgren) Cutter died in 1903 while still working on the seventh scheme, leaving it unfinished. While not used as extensively as the Dewey Decimal Classification (DDC) the EC according to Winke in the article “The Contracting World of Cutter’s Expansive Classification” “was commonly regarded as superior to DDC”. The EC was a model for the Library of Congress Classification and Bliss’s Bibliographic Classification. It was adopted by a relatively small number of libraries most of which were located in New England. During the last century the majority of those libraries have abandoned the classification system. It is still in use today at the Forbes Library where Cutter was a librarian during the last decade of his life.

ALA

In addition to Cutter’s numerous accomplishments in cataloguing he was also influential in the organization and rise of librarianship as a field. Cutter, with Melvil Dewey and others, was an original founder of the American Library Association in 1876. He served as president of the organization from 1887 to 1889 and was the editor of the ALA’s publication Library Journal from 1881 to 1893. At the time of his death Cutter attended more ALA conferences than any other member

Conclusion

Cutter’s influence and name continues to live on in the world of libraries. He was an imaginative catalogue and classification developer who shaped the rules of cataloguing as they stand today. Like others during his era he viewed the library as a means to educate and uplift society. He held true to this conviction and dedicated his life to the field of librarianship. He is a worthy model for today’s librarians because of his dedication and tireless work.

Section C

Question 6. Define the library and describe its various types.

Answer

Introduction:

Libraries are congenial homes of ideas to be enjoyed, valued and used regularly by all. Libraries almost invariably contain long passageway to rows of books. It has materials arranged in a specified order according to a library classification scheme, so that items can be located quickly and collections can be browsed efficiently. Some libraries have additional galleries beyond the public ones, where reference materials are stored. These reference stacks may be open to selected members. Others require patrons to submit a stack request, which is a request for an assistant to

retrieve the material from the closed stacks. In today context, most of the libraries provide open access to its entire collection.

Meaning:

The word library comes from the Latin word liber which means Book. Library means a collection of written, printed or digital reading material organized to provide different services to the user with the help of a trained staff. It is a collection of sources, resources, and services, and the structure in which it is housed; it is organized for use and maintained by a public body, an institution, or an individual.

Definitions:

ALA glossary of Library and Information Science:

Library as a collection of materials organized to provide physical, bibliographical and intellectual access to a target group, with a staff that is trained to provide services and programs related to the information needs of the target groups.

According to Dr. S. R. Ranganathan:

Library is a public institution or establishment charged with the care of collection of books, the duty of making them accessible to those who require the use of them and the task of converting every person in its neighborhood into a habitual library goers and reader of books.

Types of Libraries:

No single library can contain the information sought by every potential user; as a result, different types of libraries exist to serve different needs. Libraries can be divided into categories by the following methods.

Based on Mission:

The following are the main types of libraries based upon their mission.

a) National Library:

Â The mission is to preserve the cultural heritage of a Nation. E.g. The National Library of India, Kolkata.

b) Public Library:

A free informational and recreational institution. Its mission is to provide reading materials to people without any fee.

c) Academic Library:

The libraries that are attached with educational institutions are known as academic library. Its mission is to help the students, researchers, faculties in their study or research. The primary mission is to support the educational and research need of the parent institution. Academic libraries may be of the following types:

- i) University Library
- ii) College Library
- iii) School Library

d) Special Library:

Libraries attached to special institution i.e. industrial firm, insurance company, All India Radio, Dordarshan Kendra, etc. belong to this category. Their aim is to support the parent organization.

e) Personal / Private Library:

A library owned by an individual or family or a a library with reading materials collected, maintained and intended to be used by a single person or a family.

f) Archives:

An records of an institution, government, organization, or corporate body, or the personal papers of an individual or family, preserved in a repository for their historical value.organized collection of the noncurrent

Based on Technology:

A shift from the traditional library to digital library has already taken place. The traditional closed access libraries are shifting towards open access library. The open access libraries are shifting towards automated library, the automated one towards the electronics, the electronics to digital and finally end in virtual library. Is it really true?

The truth is that nobody knows what will be the future of libraries. Still, based on the technology used in processing of information as well as in providing services to the user community, the libraries of present times can be grouped into the following types

a) Library (Traditional):

The collection of the traditional libraries is mostly print material, manuscripts etc and the collections are not well organized and the documents are deteriorating at a rapid rate. The information sources are also hard to locate and so does not easily reach user. Again, the traditional libraries confine themselves within a physical boundary.

b) Automated Library:

A library with machine-readable catalogues, computerized acquisition, circulation and OPAC are called as automated library. The holding of this type of libraries is same as that of traditional libraries.

c) Electronic Library:

When an automated library goes for Local Area Networking (LAN) and CD-ROM networking then it is known as electronic library. The resources of the electronic libraries are in both print and electronic forms, but resources are not available over the web. The electronic Media is used for storage retrieval and delivery of information.

d) Digital Library:

The Digital Library (DL) is a later stage of electronic library. When an electronic library started procuring e-journal and other similar kind of publications and access is over the web, then it is termed as digital library. In digital library, high speed optical fibres are used for LAN and the access is over WAN and it provides a wide range of internet based services i.e. audio and video conferencing etc. The majority of the holding of a digital library is in the computer readable form. They have their own computer readable database and act as a point of access to other on line sources. A DL, like a traditional library, is also a collection of books and reference materials along with its associated services. But, unlike a traditional library, however, the collection of a digital library is in digital form, and is usually served over the World Wide Web.

e) Virtual Library:

Virtual Library refers to the scientifically managed collection of information resources and services on site as well as off site that are available in a virtual reality environment and accessible electronically through the internet at any time from any geographical location.

f) Hybrid Library:

The libraries, which are working both in electronic or digital and print environment, are known as hybrid library. Actually it is a transitional state between the print and digital environment. It is estimated that in near future libraries will be of hybrid nature, some of the very strong points in favour of this view are the centuries old reading habit of paper, more convenience of handling and reading a paper document than the digitized one (in case of digitized, some equipment must be needed to read the document), incompatible standard of electronic product, different display standard of digital product and its associated problem, etc.

Conclusion:

Question7: write an essay on publicity and extension service.

Answer

Introduction

Extension work is defined as those activities which are undertaken with the objective of reaching the group of people who might otherwise be unaware of the library services and book stocks. Mc Colvin considers it as means to increase the number of readers and the volumes of work and later to make the library more useful to more people. ALA Glossary of Library and Information Science 1983 defines it as the provision by a library of materials and services (including advisory services) to individuals and organizations outside its regular service area, especially to an area in which library service is not otherwise available.

Objectives:

The main objectives in providing extension services are

- i) To convert a library into a social, cultural and intellectual centre;
- ii) To convert non reader into reader, non user to user.
- iii) To bring books and readers together.
- iv) To inform those who do not use the library services and to attract them to those services.
- v) To inform the reader of all the facilities offered by the library.
- vi) To remind both the reader and the non reader of the library and its resources.

vii) As a means of publicity to enlist financial support or otherwise for the libraries.

Prerequisites for Extension Services

- i) The library should have a good collection to support all extension activities.
- ii) The trained and experienced staff is obligatory.
- iii) The library should have a lecture hall, an exhibition hall for holding meeting of different groups.
- iv) The library should possess audio-video equipment i.e. LCD projector, slide projector and mike arrangement.
- v) The librarian should be a good organizer, should understand the needs of the different categories of the community and be knowledgeable about the collection of the library.

Forms of Extension Services:

The Library extension services may be of internal or external type. The internal extension service includes orientation programmes and the external extension service includes the mobile library service, publicity programmes etc. Some of the main forms of extension services are as follows

- i) Library Orientation / Library Tour:
- ii) Reading Circle, Study Circle:
- iii) Forming Friends of the Library Group.
- iv) Reading to Illiterates:
- v) Meeting, Public Lectures and Talks:
- vi) Celebration of Festival and Events and Arranging Cultural Programs:
- vii) Book Fair and Exhibition
- viii) Mobile Service

ix) Publicity/ Propaganda

- x) Book by Mail and Telephone Request
- xi) Publication:
 - * Library Bulletin:
 - * Annual Report:

Conclusion:

Question8: give an account of activities of IASLIC

Answer

Introduction:

Aim and Objectives

- i) To facilitating the co-ordination and systemic use of sources of knowledge and information in all public affair and in industry and commerce and in all the arts and sciences.
- ii) To increase the contribution of information to the economy, social and cultural life of community management.

Membership:

The membership of IASLIC is largely composed of bodies including industrial and business organizations, profession and learned societies, public, academic and national libraries publishers and database providers.

Activities:

The main activities of IASLIC are discussed below

i) Conference and Seminars:

Each Annual Conference of IASLIC takes up a specific theme for deliberations. Besides, IASLIC and its various specialist group regularly organize conference seminars and professionals meetings to discuss issues confronting the library and information specialists.

ii) Training:

ASLIB organize short term courses and training programmes for both members and non members.

iii) Information Service:

ASLIB through its outline information centre provide enquiry service concerning the availability of databases on specific subjects, coverage of data, search strategy and equipment and telecommunication.

Publication:

Some publications of ASLIB are of the

- i) IASLIC Newsletter (Monthly)
- ii) IASLIC Proceeding (Monthly)
- iii) IASLIC Booklist (Monthly)
- iv) IASLIC Directory
- v) Journal of Documentation (quarterly)
- vi) Program: News of computers in libraries (Quarterly)
- vii) Forthcoming International scientific and technical conference (Quarterly)
- viii) The hand book of special librarianship
- ix) Index to theses.

Conclusion:
