Information Collections/Materials: An Overview

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ABSTRACT: *The information collection is the pool of achievements of the past preserved for the benefit of present and future generations. The library collection scope shall be much clearer from the documents' classification. The vast majority of digital documents with plenty of new attractive features were developed worldwide. But rural, semi-rural, and urban areas are not yet digitalized in our country. In the modern era of the 21stcentury, information and media are faster, and access and compatibility of digitalized libraries are less.*

1. Introduction

Preserving knowledge in documentary form is the primary purpose of libraries. The University libraries satisfy the ever-increasing needs of students, research scholars, and faculties by acquiring the proper documents. The word collection development has evolved to meet users' demands for personalized services. In a library, selecting papers, ordering, acquiring, paying bills, etc., all fall under collection development. It involves administration, planning, and control which act as a base for other library services. Successful collection development is of central importance for the development of university libraries in the future.

The progress of collection development involves the selection and de-selection of current and retrospective resources, including any kind of gift. These works are guided by faculties' decisions, priorities, and various support efforts. They serve the user's needs of planning, acquisition, preservation decision, and evaluation of the collection. Due to the scarcity of budget, the library resource selector has to access resources beyond physical ownership, including providing document delivery and licensing electronic databases.

The collection development policy is mainly a decision-making process. It covers the procedures related to selection, assessment of user's needs, evaluating the present collection, weeding out policy and storing of the display, and planning for resource sharing.[1]

What are the Collections in a Library?
There are three types of library collections—general, subject, and specialized—divided into categories: books, journals, newspapers, audiovisual materials, pictorial publications, sheet music, phonograph records, maps, and microfilms, depending upon the nature of the collection.

2. Library Materials

Definition
Library Materials means books, magazines, newspapers, records, cassettes, films, videotapes, and other materials of a kind commonly lent by, or available for reference at, a library;

Library Materials are print and nonpoint informational and cultural materials generally owned by libraries, such as books, magazines, newspapers, and pictures; microforms and films such as fiches, cards, strips, and slides; audio and video recordings; and databases.

Library Materials means books, periodicals, related ordering, processing, cataloguing or binding costs or services, reference databases, cataloguing and security systems, maps, documents, microforms, computer software, or prerecorded audiovisual resources for the benefit of student learning.[2]

3. Purpose behind a usable Collection

The purpose of collection development is to build a library collection that will supply a continuous to support expanding store of useful information to support and enrich the programs of its parent organization.

1. Adequacy of library collection

2. Adequacy of library hours

3. The behavior of library staff

4. The general assessment of library by users

5. Is the skilled staff available or not?

6. Problems regarding the computer facilities

7. Purpose of visiting the library

8. Satisfaction level of users

9. Services provided by the library

10. Types of information sources used/ required by the users

Classification of Library Collection
A library's collection's prime importance is having a suitable supply of scientific & technical resources. Due to the many choices available in books and journals, science & technology are not the easiest to thrive given the difficulties of the subject involved.

The classification of traditional library collections according to Ranganathan, Hanson, and Grogan (Mal, 2009) are as follows:
S R Ranganathan's Classification:

• **Conventional:** Books, Maps, Atlas, and Periodicals

• **Neo conventional:** Specification, Standard, Data

• **Non-conventional:** Audio, Visual, Audio-visual, Microform

• **Meta document:** Directly produce document without human intervention

Hanson's Classification:

• **Primary:** Books, Dissertation, Periodical, Reports, Standard, Patents, Conference Proceeding & Trade literature

• **Secondary:** Catalogue, Indexes, Bibliographies, Indexing, Abstract and Abstracting journals Denis

Grogan's Classification:

• **Primary:** Periodicals, Research reports, Conference Proceedings, Patents, Standards, Theses and Dissertation, Trade literature

• **Secondary:** Reference books, Indexing, and Abstracting journals, Reviews of Progress, Textbooks, Monographs, etc.

• **Tertiary:** Bibliography of Bibliographies, Yearbook, Directories, Guide to Literature, List of research in progress, Guide to libraries, Guide to organizations[3].

Library Core Collection

In this brief review, we do not address the traditional resources, rather we concentrate on digital resources.

Electronic Resources

The need for information and communication technology has given birth to a new technique of e-resource. It acts as an umbrella for digital resources. Computers can store, organize, transmit and display information in digital format. It is a combination of resources made digital after being born digital. It can be in the types of CD-ROM, magnetic tape, or a server used on the Internet. The importance of electronic information resources in University libraries is ever-growing. The main aim of the University library is to have a heavy stock of digital resources which can provide access rather than ownership.

Various authors and organization have defined E-resources as follow:

AACR-2 defines an e-resource as "a material (data/ Program) encoded for manipulation by computerized devices. This material may require the use of a peripheral directly connected to a computerized device (e.g. CD-ROM) or a connection to a computer network (e.g. Internet)". On a similar line Tenopir (2000) has defined e-resources "as these electronic information resources and services that user accesses electronically via a computer network from inside the library or remote to library".

According to IFLA/ FAIEE (2007), these are "materials that are computer-controlled, including materials that required the use of a peripheral (a CD-ROM player) attached to a computer; the items may or may not be used in the interactive mode".

According to Tsakonas and Paptheordoron (2006), electronic resources are information resources provided in electronic forms, including resources available on the Internet such as e-books, e-journals, online databases, CD-ROM databases, and other computer-based electronic networks, among others.

Electronic resources are defined by many authors and organizations from different points of view. However, for the Present study, electronic resources are considered resources that help in collection development and access the information remotely through the Internet.

E-resources can be classified into two types (a) primary sources and (b) Secondary sources.

a) Primary Sources: E-books, E-journals, and Electronic theses & Dissertations (ETD) are considered primary sources of collection among the electronic resources.

3.1. E-Books

E-books are the electronic version of printed books. In 1985 the first E-Book was published in Germany. Association of American Publishers (2000) has defined "An e-book as a literary work in the form of a digital object consisting of one or more unique identifiers, metadata and a monographic body of content, intended to be published as accessed electronically".

E-books occupy an essential place in increasing the knowledge of readers and research scholars. It reduces the burden of

carrying multiple copies of books and can be accessed from a remote location. Mac Donald and Dunkelburger (1998) express, "E-books will become increasingly larger and more important part of the library's collection because of the growing online and distance program".

3.2. E-Journals

The Glasgow University library stated that "any journal available over the Internet can be called an electronic journal". E-journals are referred to as "electronic publishing", and "electronic serials", "Online journal", and "Electronic periodicals". It provides an important place in the digital library by providing complete online text information. Its features can facilitate information interchange, easy retrieval distribution of resources, and proper use of multimedia content in e-resources.

3.3. Electronic theses & Dissertation (ETD)

There are databases of ETDs that caters to the academic and scientific community. These are the ultimate research work done by the individual, which can express ideas in small places with high longevity, are less expensive, and can be handled easily. E.g. Shodhganga: A reservoir of Indian Theses.

Secondary Sources include databases of references and numerical, statistical, and bibliographical information. SCOPUS, Dialog, LISA, OCLC first search, Cambridge scientific abstract, EBSCO, and World of knowledge are valuable indexing/abstracting databases. Some databases provided economic and statistical data. e.g. Census databases, Data based on the Indian Economy, Asian Development Bank, and Reserve Bank of India. Electronic resources must select, organized, stored, Preserved, and disseminated from electronic repositories.

E-resources provide multiple advantages:

• They provide quick and reliable access within a short time.

• Remote access can be available anytime, and easy duplication can be done.

• Provide the users with a powerful search option and retrieval facility.

• Interpret the content extract and graphic, electronic resources.

• The same database can be used by several users simultaneously.

• The cost of storing, binding and stock maintenance of libraries can be reduced with the help of e-resources.

4. Improvements

1. All users are required to be aware of OPAC.

2. All users should know Inter Library Loan (ILL), indexing, abstracting, bibliographic, and CD-ROM database searches.

3. The timing of the library services should be round the clock.

4. Internet facilities should be improved and upgraded.

5. Conclusion

The library and information structure have changed. The library is constantly adding to its collection and updating its infrastructure to create an information architecture-combing users' needs and modern techniques. The library has textbooks, reports, digests, encyclopedias, dictionaries, manuals, thesis, and other literature, bounded volumes of periodicals, monthly Indian journals, CDs, etc........ in their collection development. The librarian and the teachers were found in the users' answers, who encouraged them to use the library. The results will help the library to generate interest among library staff and bring a closer relationship with all types of users, which will be helpful in better utilization of library resources. The main motive of library staff is to provide the best solutions to users' problems and needs through the available services and resources.

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