

CHAPTER – 4

COLLECTION DEVELOPMENT: A CONCEPTUAL FRAMEWORK

4.0. Introduction

The heart of the library is its collections. The buildings house them; the library personnel acquire and manage them and teach users how best to access and use them. The process of collection development include selection of current and retrospective materials, including gifts, planning of consistent strategies for continuing acquisitions; input into preservation decisions; evaluation of collection. The functions are guided by a collection development policy which establish priorities, support efforts and facilitates decisions. It communicates the libraries intentions to the library users and other libraries.

Book selection used to be a part of acquisition till the beginning of 1970 and new terminology ‘collection development’ was coined in 1977 in ALA annual conference held at Detroit. It was recognized as new sub-discipline under librarianship. Its scope became much wider, covering selection, acquisition, collection evaluation, storage, weeding, preservation, replacement and management.

Consequent upon some terminological changes the old term ‘Book Selection’ changed into new terminology like ‘Collection Management, Collection Building, Library Collection and Library Acquisition. Presently, Collection development, Collection

Management and Collection Development and Management terms are replacing the old term Book Selection.

Library Collection development means improving the collection of a library with all kinds of documents which are useful and necessary for the users of a library. It is not the increase in number that is more important but the provision of useful materials. Traditionally libraries go on adding documents to the stock and seldom weed out and discard them. They feel pride in more numbers of documents in their collection whether they are useful or not. Through collection development a library can fulfil its objectives; achieve its goals; carefully plan the budget and spend on relevant documents. It should also evaluate the stock periodically and weed out unwanted, outdated and useless books.

4.1 Definition and Meaning

According to Encyclopaedia of Library and Information Science “ *Library Collection is the sum total of library materials – books, manuscripts, serials, government documents, pamphlets, catalogues, reports, recordings, microfilm reels, micro cards and microfiche, punched cards, computer tapes, etc. – that make up the holdings of a particular library*”.

Collection development in a library therefore would mean building up and improving the collection in that library. Earlier librarians were concerned merely with acquisition and preservation of reading materials.

The term Collection Development has evolved to emphasise the need to respond to user’s needs. Bloomfield (1987) says “*to meet the demands, librarians have evolved theories of collection development, which imply a more active role in managing library’s collection and indicate that the role may change and develop in response to*

changing conditions". With the change in our outlook towards library and information services we are now more conscious of user needs; usefulness of information, available with us, and exhaustive and expeditious dissemination of the information.

Harrod's Librarian's Glossary (6th edition) defines collection development as "*the process of planning a stock acquisition programme not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years, to meet the objectives of the services*".

Collection development is sometimes considered as synonymous to "Collection Building" which means that there is already nucleus of collection in the library and the librarian is going to build up the collection. But collection development is a term other than collection building, since the word development implies qualitative improvement of the collection. That is why Shipman has said "*Building a Collection may occasionally involve the selection and acquisition of materials, but in most cases it is likely to mean the planned systematic development of an already existing collection*".

4.2. Purpose of Collection Development

Collection development implies selection, acquisition and evaluation of the library collection in order to see that both print and non-print materials that are available in a library are really useful to the users. Collection development therefore dispenses away with arbitrary selection and acquisition of documents. Similarly it envisages periodic evaluation of the library stock both to improve its collection as also to weed out the irrelevant, outdated and unnecessary documents from the library and also should be kept in mind the user's need while building up the collection.

Its purpose is to find out the users information/document needs to:

- Fulfil the library's obligation to the user community to provide relevant and ascent information;
- find out the users information/document needs;
- select and acquire documents that are really useful to the clientele, ;
- adopt systematic and judicious spending on document collection, keeping the objectives of the service in mind; and
- Periodically review the collection for weeding out unwanted and outdated documents from it.

4.3 Traditional Collection

Building suitable collections for the scientific and technical, libraries is a process of prime importance. Many users, when asked to evaluate scientific and technical libraries, will list the strength of the collections high on the major criteria. Science and technology collections are not the easiest ones to develop successfully in view of the complexity of the subjects involved, the large numbers of choice to make because of the sizeable quantity of books and journals from which to select and the difficulty of even knowing about certain gray area publications, such as important but elusive proceedings of meetings, little known government documents, or obscure papers which appeared as technical reports.

The classifications of traditional library collection according to Ranganathan, Hanson and Grogan are as follows:

S. R. Ranganathan's Classification

- Conventional:** Books, Periodicals, Maps, and Atlases
- Neo-Conventional:** Standards, Specifications, Data
- Non-Conventional:** Microforms, Audios, Visuals, and Audio-visuals
- Meta-document:** Directly produced document without human intervention.

C. W. Hanson's Classification

- Primary:** Books, Periodicals, Dissertations, Reports, Patents, Standards, Trade Literature, Conference proceedings
- Secondary:** Catalogues, Bibliographies, Indexes, abstracts, Indexing and Abstracting journals

Denis Grogan's Classification

- Primary:** Periodicals, Research reports, Conference proceedings, Patents, Standards, Theses, and Dissertations, Trade Literature
- Secondary:** Reference books, Indexing and abstracting journals, Reviews of progress, Text-books, Monographs, etc.
- Tertiary:** Bibliographies of bibliographies, Yearbooks, Directories, Guides to Literature, Lists of research in progress, Guides to libraries, Guides to Organizations

The Classification of library collection in ICT environment is as;

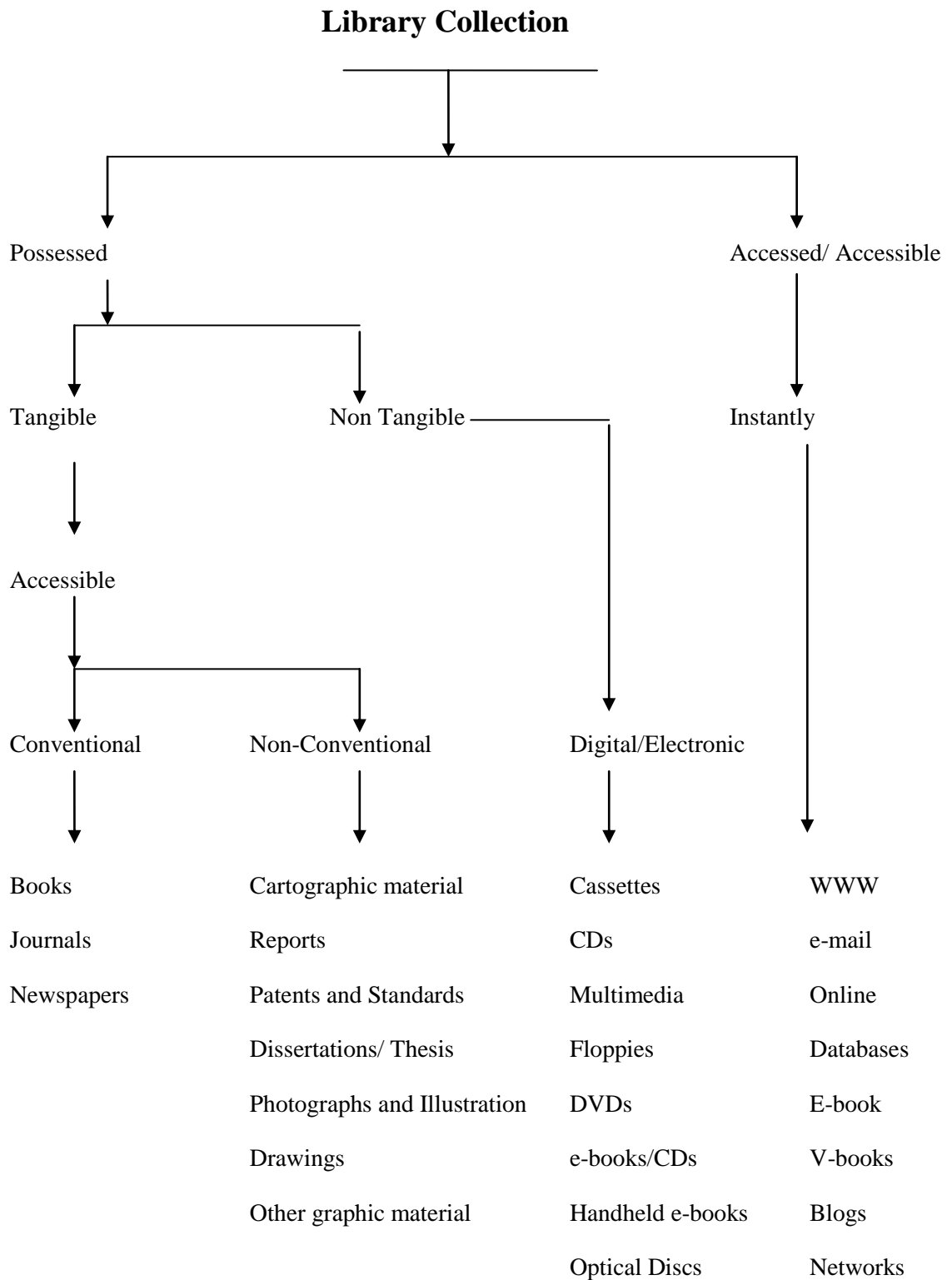


Figure – 1 Classification of Library Learning Resources

(Source: IGNOU, Collection Development (MLIS-3),)

Formats of Library Collection

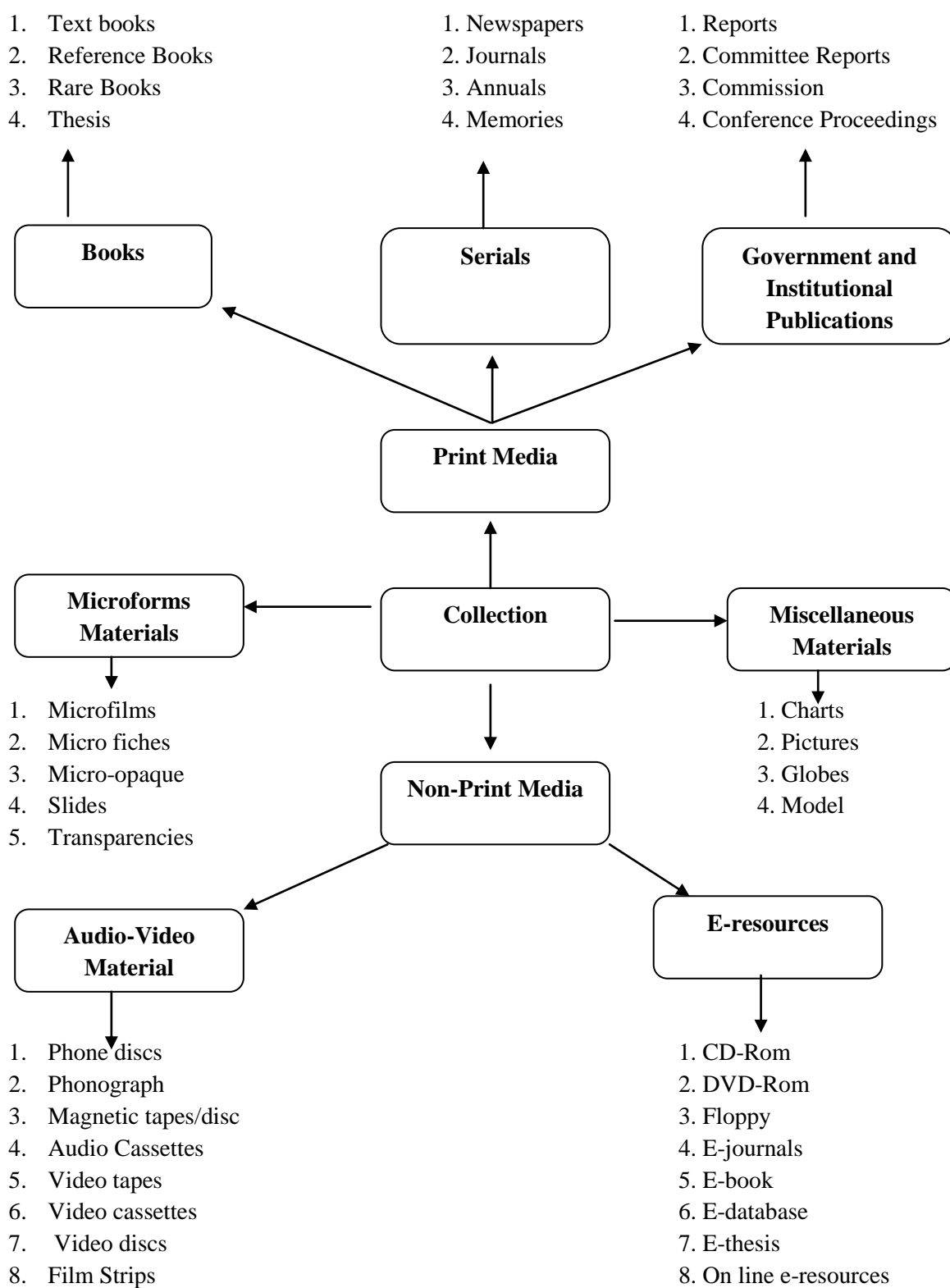


Figure – 2: Formats of Library Collections
 (Source: IGNOU, Collection Development (MLIS-3), pp 37-52.)



Figure – 3: Library Collection Development Cycle

4.4. Prerequisites of Collection Development

Collection development is interplay of the library’s aims and objectives and the strategies of the librarian and his staff in order to meet the user’s needs within the constraints of the library. For this purpose the library has to formulate a clear policy of the acquisition, periodic evaluation of the collection and the systematic weeding out of documents.

Bloomfield observed that the collection development involves identification of some these issues;

- ❖ Identification of the purpose and mission of the library/parent organisation;
- ❖ Formulation of library’s collection development policy by library committee or by library staff;

- ❖ Matching between user's requirements and institutions aims and objectives;
- ❖ Budgetary provisions and the contingent problems;
- ❖ Working out the strategies for implementing the policies and programmes; and
- ❖ Maintaining, revising and updating policy statements.

Table: 9. Comparison between Traditional Library Environment and ICT

Enabled Library Environment

Sl.No.	Traditional	ICT
1.	Reading the documents	Browsing the web page, database
2.	Writing	Web Publishing
3.	Ordering, Invoicing, Billing	E-Commerce
4.	Card Catalogue	OPAC
5.	Document Delivery	E-Prints, Scanned Images
6.	Inter Library Loan	Consortia
7.	Resource Sharing	Networking
8.	Cataloguing	Metadata
9.	Classification	Subject Directories, Gateways
10.	Indexing	Search Strategies
11.	More Permanent	Versatile
12.	Back file access very tough and tedious	Back file access is very reliable and speedy
13.	Contains mostly textual and static images	Contains multimedia and interactive presentations
14.	Time lag between generation and publishing is very high	Time lag is very minimum
15.	Regular Presentation	Structured Presentation

4.5. Collection Development Policy

Collection development policy is the course of action adopted for developing the collection or stock in a library. A policy can be unwritten convention or a written document. The American Library Association's Collection Development Committee when preparing "Guidelines for the formation of collection development policies" assumed that "a written collection development policy is for any library a desirable tool which enables selectors to work with greater consistency towards defined goals, thus shaping stronger collection and using limited funds more wisely".

A written collection development policy is preferred to non-written policy. Katz (1980) and several others feel that collection development policy should be a written policy. Futus (1977) states that written policy "encourages stability and continuity in the library operations". Feng also feels that such a policy statement assures a consistent and balanced growth of library resources".

The Collection Development Policy should cover the selection and acquisition policies; the evaluation programme; the storage and weeding out policies and the resource sharing and networking programmes.

In summarised form, Katz lists the various components of a collection development policy as;

- ❖ Objectives of the library;
- ❖ Philosophy of the library;
- ❖ Brief description of the community;
- ❖ Who is legally responsible for the operation of the library and selection of materials;

- ❖ Methods of selection as well as limitations of budget served, different age groups of users and similar information;
- ❖ Type of materials excluded;
- ❖ An indication of how the collection is to be built in terms of (i) level of collection intensity (ii) language (iii) chronological period covered (iv) geographical areas collected (v) form of materials collected and (vi) who is responsible for selection;
- ❖ Acquisition of foreign language materials;
- ❖ Statement of handling gifts;
- ❖ Clarification on weeding out and discarding practice; and
- ❖ Statements regarding intellectual freedom.

Therefore, all these points should be covered when preparing the collection development policy in written form.

4.6 Advantages of Collection Development Policy

Several authors like Katz, Magrill and Hickey mentioned the advantages of a written Collection Development policy as;

A Collection Development Policy:

- ❖ Express openly its relationship with the objectives of the parent organisation/library.
- ❖ Forms the basis for planning collection development.
- ❖ Provides practical guidance in day to day selection of reading materials free from personal bias.
- ❖ Helps in determining the best methods of acquisition.

- ❖ Supports and assists in justifying the selection/collection. Collection development policy offers some help against censorship by a clear statement of the type of materials to be purchased and indicating that the policy has the support of the library authority/committee.
- ❖ Acts as a rational guide for budget allocation and also helps in long range budget planning by stating priorities and outlining growth and development goals.
- ❖ Helps in making best use of resources.
- ❖ Facilitates cooperative programmes like inter library loans, resource sharing and networks.
- ❖ Assists in establishing methods of reviewing materials before purchase.
- ❖ Offers suggestions on types of materials to be stored, weeded out and discarded.

4.6.1. Guiding Principles

The library materials are acquired both in print and non-print. But the major portion of the collection is the books. The librarian is responsible for the selection of the books even if there are subject experts to advise the librarian in this regard. This leads to follow certain guiding principles and theories for the selection of materials. There are some principles in the area of library science, which are;

Drury's book selection principle – Francis Drury enunciated the book selection principle in the year 1930. According to him, the purpose of books selection is to provide the right book to the right reader at the right time.

Dewey's Book Selection principle – Melvil Dewey in 1876 stated that the books selected for a library should be the best reading for the largest number at the least cost.

McColvin book selection principles – Lion McColvin gave his theory of book selection in public libraries. His principle was based on demand and supply theory of book selection. His theory emphasize that the documents should be selected which are only demanded by the users for their specific needs and requirements.

Ranganathan's Principles – The principles of book selection were enunciated by Dr. S.R. Ranganathan on the basis of his five laws of Library Science in 1952.

Books are for use: According to him only those documents should be selected which are extensively useful to the users of a particular library.

Every reader his book: This implies that the users' needs are prime considerations in book selection.

Every reader its book – The law direct that every reader in the library must get books as and when required.

Save the time of the reader – The implication of this law is that the books should be selected anticipating the demand of the readers and should be processed and sent to the shelves in order to save the time of the readers.

Library is a growing organism – This implies that library should take care of weeding out and the existing collection should be divided into two parts on the basis of its use i.e. active collection and passive collection.

The guiding principle for any kind of academic library needs to be guided by the aims and objectives of the type of library in terms of the kind of its readers and their need (Ranganathan, 1989).

Collection Development Policy should essentially state the policies of the library on;

- ❖ the selection and acquisition of reading materials;
- ❖ the nature and method of periodic evaluation of the reading materials available with it;
- ❖ the storage and weeding out of the collection;
- ❖ resource sharing and networking;
- ❖ goals and objectives of the organisation/institution;
- ❖ the needs of the user community, actual users as well as potential users;
and
- ❖ the availability of financial and other resources.

4.6.2. Goals and Objectives of the Institution

The institution or organisation where the library is a part and parcel and for whose information needs it works keeping in mind its aims and objectives is known as the parent organisation.

In academic libraries the academic institution whose aims and objectives are the concern of the library will be the parent organisation. For example Assam University, Silchar is the parent organisation for the Rabindra Library System (Assam University Library). The system is supposed to keep in mind the aims, objectives and activities as three important objectives of college, university and other institutions of higher learning. However, in case of school libraries the objectives can be identified as (i) instruction (ii) Recreation and (iii) Extension activities. The common aims, objectives and goals of one academic library to another academic library even in the same category. This is because the parent organisation's priorities, specialisations and thrust

areas may differ from one organisation to another. Even the same library may evolve new functions and new goals from time to time.

Collection Development policy of an academic library therefore should be guided by the aims and objectives of that type of library in general and of that library in particular.

4.6.3. Needs of the Users

For any library, users are very important. A library gets its justification when the users are satisfied with its services. It is not sufficient if the library satisfies the regular users, it should also attract those of its clientele who for one reason or other are not using the library regularly. That is how users of library are classified as actual or real users and potential users. Potential users are those people who are not using the library and its services at present but who are likely to use them once they are informed and or motivated by the library about its functions and services.

The clientele of an academic library can be grouped into three categories - students, teachers and the supporting staff working for the academic institution. In the case of a university or an institute of higher learning the student community can again be classified as students taking the regular courses and research scholars. Though recreational reading materials are not the prime concern or essential concern of an academic library, to meet the needs of supporting staff some amount of such literature also should find place in an academic library.

Collection Development Policy should therefore strike a sensible and judicious balance between the various requirements of different users at different levels, in a variety of disciplines.

4.6.4. Availability of Resources

The Collection Development Policy is heavily dependent on the resources available for the library. The finances, the infrastructural facilities like library space, furniture and equipment, the hook up with other libraries for resource sharing, etc., determine the planning of the Collection Development policy.

4.6.5 Process of Collection Development

Collection developments as the process of meeting the information needs of the people in a timely and economic manner using information resources locally held as well as from other organisations. Collection development is a six components process. The major collection development components are;

- **Acquisitions:** Acquiring the materials for the collection
- **Policies:** Writing the collection development policy
- **Selection:** Deciding which materials to buy for the library.
- **Weeding:** Time to time weeding the outdated and useless material
- **Needs Assessment:** Collecting data to determine the information needs;
- **Evaluation:** Periodic or continual evaluation of resources.

4.7 Collection Development in Academic Libraries

The Collection development is the main process of any library and information centre. It depends on a well designed purchase policy as well as best understanding of the existing collection. It also requires the understanding of the goal of the parent organisations. Selection, ordering and processing of procured books in view to maximize the usage of information is known as collection development (Pradhan and Deshpande, 2009).

4.7.1 Selection of Materials

Selection of materials is a very important component of the collection development process. Selecting materials is the most vital portion of librarian job. Matching the appropriate resources to patron needs cannot be overemphasized. When analyzing the selection of materials, each type of resource needs to be discussed. This includes books, journals and electronic databases.

4.7.1.1. Books

There are several things to be aware of in the selection of books including:

- ❖ Who are the major publishers in concern discipline? Some publishers produce higher quality content than others.
- ❖ Inflation – books, like most resources are affected by the rate of inflation. Prices of books increase each year.
- ❖ Format – electronic publishing of books is increasing. For example, are e-books more cost-effective than printed books in the assigned area?
- ❖ Approval plan – for books, the library may have a contract with a company to send books on approval, using a profile for each discipline. If this is the case, review the profile of concern disciplines.
- ❖ Use statistics from circulation and interlibrary loan can be very helpful. These statistics will help provide a trend of use and indicate demand.

4.7.1.2. Journals

Selection of Journals is a very challenging area in collection development because they are an ongoing commitment of funds:

- ❖ Who are the major publishers in relevant discipline? Some publishers have more research oriented material compared to others.
- ❖ Inflation – Inflation is a potential problem when considering our budget. Journals prices are affected by inflation each year. The amount of inflation depends on the subject.
- ❖ Format – electronic versus print subscriptions. Electronic subscriptions may encounter embargos. There are also archival issues and content implications.
- ❖ Journal rankings can be important. For each discipline, there are certain journals that are considered “core” or important. Use liaison work to get a list of journals rankings. The JCR (journals citation index) helps with journal ratings.
- ❖ Publisher alternatives – in addition to “major” publishers, be aware of SPARC initiatives. SPARC is the Scholarly & Publishing Academic Resources Coalition focuses on enhancing broad and cost-effective access to peer-reviewed scholarship. SPARC resources can be a great, cost-effective alternative.
- ❖ Use statistics from interlibrary loan, mediated document delivery services and Circulation statistics for internal and check-out use may be very useful.
- ❖ Consortia – does the library belong to consortia? Consortia may offer discounts for large journal collections.
- ❖ Licensing – become more familiar with reviewing licenses for e-journals.

4.7.1.3. Databases

There are some issues to take into consideration when selecting databases:

- ❖ **Inflation** – the cost of databases are influenced by inflation and publisher pricing models.
- ❖ **Test the database** - Set up a trial to see how the database is delivered (IP address or password) and test the usability of the database.
- ❖ **Statistics** – does the vendor provide monthly, yearly use statistics?
- ❖ **Consortia** – does the library belong to consortia? Consortia may provide discounts for databases.
- ❖ **Licensing** – become more familiar with reviewing licenses for databases.

In addition to materials and resources, there are other items to be aware of in the selection process:

- ❖ **Evaluation materials** – can be very helpful when selecting materials. Many library magazines and journals provide reviews on products. An example is *CHOICE*. These can be very useful to librarian as a selector, but keeping in mind that these reviews are published well after the book is and may not be as useful especially if on an approval plan and have books that haven't been reviewed.
- ❖ Another good idea is to discuss with faculty and identify other universities that may be viewed as “peer institutions.” Look at the holdings of the “peer institutions” and see what types of materials they are buying. It may be also use *WorldCat* for this process.

- ❖ Liaison work is important in selection. Faculties can be very helpful in material selection. Request faculties to recommend books. Faculty involvement is essential for effective collection development.
- ❖ Check colleges and departmental websites to look at what classes are offered. Review available course descriptions and syllabi.
- ❖ Establish relationships with librarians within the library. There may be an overlap between subjects.
- ❖ Use statistics to analyze where patrons are obtaining their information. If librarian doesn't know how users locate information, how can he/she select for them? For example, use circulation and re-shelving statistics to see if more books are used than journals. Also, review database use statistics provided by vendors, if available.

4.7.2 Collection Evaluation

This part of collection development relates to assessment of the collection and is an ongoing process. To get a better idea of how patrons use and access information, need to take a closer and more fine-tuned look at our collection. Be aware that there are many methods available to help conduct a needs assessment for the collection. These methods are both qualitative and quantitative in manner. Some qualitative methods include the use of surveys and focus groups to gather information. In addition, quantitative methods using statistical input from Circulation, Interlibrary Loan (ILL), and vendor data may also be beneficial. Performing these types of research will help to further understand the collection and the user. The evaluation can also be performed through comparison of collection.

If the subject area has an accrediting agency or organization, look to see if there are library standards. In addition, compare the collection with a peer institution. Need to look at their holdings and see what differences or gaps may exist.

4.7.2.1 Time Management

Collection development is usually only one of the many duties assigned to a librarian, so it is important to have good organizational skills and practices. Being able to multi-task is imperative for librarians. It may be suggested devoting a specific amount of time for each of the assigned duties. Using time management it can either define a number of regularly scheduled hours each week or day or devote specific blocks of uninterrupted time for collection development.

4.7.2.2 Other Issues

There are other collection development issues that new librarians should be aware of specifically related to electronic resources. These issues include the trend towards electronic publishing, information packaging and the technology used to deliver it, archiving including perpetual archives, access to last print, potential loss of content; electronic claiming and check-in, and copyright.

4.8 Weeding out Policy

Weeding out documents means improving documents which are found not useful or not serviceable from a library. Documents so removed from the library may be completely discarded where they are not serviceable; are donated to some other library where they may be useful; or kept in a reserve place called a dormitory library. Weeding out policy means a policy statement on

- (i) What materials are to be weeded out?

- (ii) When to weed out?
- (iii) How to weed out?
- (iv) What to do with weeded out materials?

With the explosion of knowledge documents are now being published in millions. New areas of knowledge are coming up and some of the earlier ideas and thoughts are becoming outdated. For a modern library it is a question of money and space to get all new documents which are relevant and useful. Particularly space for keeping the documents has become a major problem for university libraries. Solutions were attempted earlier and even now attempts are being made to find suitable solutions.

Saving space is not the only reason for thinking about weeding out of documents. Some of the documents may get worn out because of continuous usage. Similarly some of the documents may become brittle and unusable with passage of time. But the most important reason of all is that some documents may become useless since the thought content therein has been modified in a subsequent edition; or because the information in the document has become obsolete. In modern times document may be weeded out after transferring the information contained in them to microforms and computer tapes and disks.

Report of the Library Committee of the University Grants Commission speaking on the need for weeding out says: "Many works lose their value within one generation, say in twenty-five years. By that time, their thought-content of same may even turn out to be wrong. In a service library no useful purpose is served by retaining such pedestrian books and providing shelf space for them after they have become obsolete. The proper course is to weed out periodically. They should give place to current variations of them."

4.8.1. Factors for keeping Library away from Weeding out Old Library Collection

(a) Discouraging Factors

In spite of the compelling reasons for periodic weeding out documents from a library many librarians hesitate to put it in practice. It is quite evident in our country. The following are some of the reasons for such apathy:

(b) Love for Numbers

The glory of numbers in libraries is still there. Though modern librarians realize that it is quality of service that is more important than the quantity of documents in a library even then they hesitate to weed out documents which are no longer useful. This is mainly because official reports to be submitted by them emphasize on numbers.

(c) Sanctity of Collection

Many feel that every book, however old it may be, has its value. Sometimes they think that antiquity enhances the value of the book even though its exact reprint in a better physical condition is available in the market. But in a service library documents lose their value and significance if they get mixed up with large number of outdated and useless documents.

(d) Pressure of work

Library being a dynamic organisation, work pressure will always be on the library professionals. Since weeding out implies careful, judicious and justifiable action, which needs time, librarians hesitate to weed out. Hindrance to or dislocation of the

routine duties, due to time consumed by weeding out work, may not be appreciated by the clientele.

(e) Fear of Audit and Clientele Comments

At the time of audit one may face objection that documents for which amounts were paid are not found in the library. Similarly, the clientele may also comment upon the documents weeded out of the library saying that some very useful documents were also discarded. But a librarian need not get discouraged by these factors. A clear and well planned weeding out policy free from bias and approved by a committee appointed either for this purpose or the one looking after the library affairs will clear all hurdles. Katz says that the weeding is one of the best suitable techniques available to ensure long-range usefulness of any collection.

4.8.2 What Materials are to be weeded out?

Sharma (1978) listed the type of materials to be weeded out from a library as a matter of policy. The following are some of the types of materials that are to be weeded out periodically.

- ❖ Books that are mutilated by users because of constant use should be withdrawn.
- ❖ Best sellers, fiction used by hundreds of readers become worn out after sometime. Such documents should be weeded out.
- ❖ Text books and language books printed on inferior quality paper deteriorate soon. They can be weeded out once they are worn out.
- ❖ In the field of science and technology the developments are so fast that the books published twenty or thirty years ago become outdated. Such books have

to be weeded out and replaced by latest edition or by new books on the subject.

- ❖ Reference books such as Yearbooks, Annual, Handbooks, etc. that are published periodically have to be replaced with their new editions and the older editions are to be discarded.
- ❖ With the advent of microforms, CD-ROMs, and other space saving technology useful information can be stored in them. So, some of the books and journals after the frequency of their use get reduced or even in the beginning itself should be replaced by such new form of documents.
- ❖ Finally, a library should always keep in mind Ranganathan's Fifth Law "Library is a growing organism". With the increase in the number of documents space becomes a problem. So it is essential to weed out all unserviceable materials to find place for new and urgently needed books and other documents.

4.8.3 When to weed out?

At any time throughout the year the librarian may come across documents which may have to be stopped from circulation as they are found to be worn out and unusable. Chopra says "in college and university libraries, if time permits each time a book is handled in the library it should be examined from the angle of its physical condition and to its continued suitability. At least once a year the entire collection should be examined". Annual weeding out of unwanted documents is ideal.

4.8.4 Why should weed out?

Weeding out is an exercise which requires necessary judgement and expertise. The librarian has to be personally involved in it. Sometimes members of Library

Committee of the library authority or members of a committee appointed for the purpose may take decisions and implement weeding out of materials from the library. The advice of subject experts or senior faculty members, whose judgement can be trusted, should be taken for this purpose. Weeding out should not be arbitrary. Because once we take out a document from the library we should think of:

- ❖ Its replacement with a new copy or a new edition or a new book on the subject; and
- ❖ What should be done if the same document is needed at a later date?

Several theories and guidelines on weeding out have come out in the West. Fussler and Simon felt that past use is the best guide for future use of documents. Trueswell developed a technique for weeding out a collection which would ensure a given degree of satisfaction in the future examining the past use.

The *Council of American Library Association* holds the view that in public libraries “annual withdrawals from the collections should average at least 5% of the total collection” saying that “unnecessary items remaining in a collection can weaken a library as surely as insufficient acquisitions”.

Sinha Committee Report (Library Advisory Committee Report 1958) holds a similar view in the case of Indian public libraries. The Report observed that “weeding out of worn out and out of date books is as important in a public library as acquisition of new books.

Ranganathan observes that “many of the modern books get out moved in ideas expounded in them within 20 years. After that period such books should not be preserved in library but should be weeded out and written off.

4.8.5 What to do with weeded out materials?

Our next problem is what is to be done with materials that are weeded out on sound principles? Of course, books and other materials completely worn out, mutilated and irreparable can be sold just like old news papers and ephemeral materials.

But if the books are in good condition particularly if they are older editions of reference sources like encyclopaedias, handbooks, etc. they may have to be donated to other libraries which are not in a position to buy such costly books.

Yet another way is to store the weeded out documents which are otherwise useful, in what is known as “Book Reservoirs”. At least one copy of the weeded out documents should be preserved at a place within a region of the country. According to UGC Committee on University and College libraries (1965) headed by Ranganathan “While weeding out, it is necessary in service libraries – and generally modern university libraries are service libraries –that it should not be done by the libraries of the country in an uncoordinated way for, it is necessary to preserve a few copies of every book somewhere in the country for the use of posterity – and particularly for antiquarian and bibliographic research”.

When documents are weeded out it should be done with a specific knowledge and sanctions of the concerned Library Committee or the library authority. The Accession Register should carry the entry that the document is written off; quoting the relevant orders or proceedings of the concerned authority. Shelf list, catalogue and other records should be rectified by deleting the entries relating to the weeded out documents.

4.9 Conclusion

The chapter describes brief concept of collection development, evolutions, meanings, collections of library learning resources, formats of collections, collection development cycle, collection development policy, weeding out policy. The libraries are changing from traditional to hybrid library and it is known with its collections in traditional as well as electronic environment. The collections may be in different format – print or non-print. To build the collections of any libraries require a good thought of collection development policy, selection criteria of materials, technically processed, maintenance of document, proper arrangement and weed out policy. The demands of the library users are also changing and they require their material in less time and soft way which is related to Dr. Ranganathan's theory save the times of reader, therefore proper collection management saves the time of the users and also maximise the use of materials as well as library and information centers. In the collection development weed policy fulfil the fifth law of library science – library is growing organism and can create some space for new collections.