

Cardamom Planters' Association College Pankajam Nagar, Bodinayakaur

CLISc – Study Material

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College Library

Introduction

College in general is regarded as an institution of higher learning which usually offers a three year or four-year course after school leading to a bachelor's degree. Some of the larger colleges offer courses leading to Master's degree.

The authorities of the college may be Government, (local, state or national), private individual or corporate body. A trust or governing body is formed by the authorities to look after the college. A library committee is constituted for advisory or administrative purpose. It can serve a useful means of relationship between the teachers and the Librarian. The committee can have a student member also. Library committee should be advisory in nature.

Objectives

- Making the students to read the books other than text books.
- Library must become integral part of curriculum.

Functions of a college library

A college library is expected to support the objectives of the college. Thus, the basic function of a college library is to assist its parent body to carry out its program. These means that it must adequately serve the needs and requirements of the teachers and students in reading, study and research. This can be achieved, if adequate resources, facilities and services made available.

Book selection

Each department of a college should be allocated money for the purchase of material. Book selection aids and lists of books must be made available to teachers. Books received on approval should be examined personally by the teachers and decision for purchase or rejection thus taken.

Processing

In Indian college libraries, usually Dewey Decimal Classification used. Many of the Libraries use Colon Classification.

Services

The following services may be provided in a college library

- Lending service
- Library orientation
- Bibliographic instruction
- Assistance in the location (or searching) of documents or use of Library OPAC or understanding of reference books.
- Readers' advisory service
- Provision of general or specific information
- Inter Library Loan
- Compilation of bibliographies/indexing service/ abstracting service
- List of additions
- Reservation of documents
- Reprographic services

The users would mostly need fact and background type of information. Most often they would be able to collect information on their own. Sometimes they would consult the Librarian. It is important that the librarian should devise means to bring additions to the library to the notice of students and teachers. Level and extent of the use of college library would largely depend on the following

- Collection of the library
- Services provided by the library
- Type of curriculum
- Methods of teaching followed by faculty
- Attitude of the faculty towards the role of library in teaching-learning process

Conclusion

The college libraries, plays a vital role in enhancing reading habit among students. When the library utilized in proper way by the students, they will get opportunity to excel in public service examinations and other competitive examination. It is role of the government and management to ensure purchase of study materials for libraries.

Reference

1. Library Manual by Krishan Kumar, Vikas Publishing House