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# 4

## TYPES OF LIBRARIES

### INTRODUCTION

In the previous lesson you have learnt about the five laws of library science which is back bone of all types of libraries. Increasing number of information resources in all disciplines and demands of appropriate library services from varied groups of users resulted into categorizing these libraries according to the needs of the readers. In this Lesson, we introduce you to different types of libraries that fulfill the information needs of various people.



### OBJECTIVES

After completing this lesson, you will be able to:

- explain the meaning of academic, public, special and national libraries;
- define functions of each type of library; and
- enumerate the services provided by these libraries.

### 4.1 ACADEMIC LIBRARY

The role of the library in any academic institution can be realized only in the context of the institution's philosophy of education. This is true of most of the libraries of the world's academic institutions. Education is a process of learning with an aim to develop capabilities in the people. Academic libraries which comprise school, college and university libraries have normally four types of users based on their level of education. These are:

- (1) Students

- (2) Teachers
- (3) Research scholars
- (4) Administrative, professional and other staff of the institution.

The objectives, functions, sources of finance, qualifications, designations, and strength of staff differ according to the type of a library. Development of collection of books, periodicals, reference books and other multiple media material constitutes an integral part of learning, teaching and research. The provision of reading, lending and reference services to satisfy needs of the users also varies in these libraries.

#### **The Objectives of an Academic Library are:**

- To serve the needs of the academic community;
- To develop all kinds of reading and reference collections;
- To provide study areas for users;
- To render lending services appropriate to students, teachers and research scholars; and
- To provide an active reference and information service.

Academic libraries are grouped into three categories. These are:

1. School libraries
2. College libraries
3. University libraries

#### **4.1.1 School Libraries**

In India, schools are further divided into four groups according to their levels of education. They are (1) primary, (2) middle, (3) secondary, and (4) senior secondary.

#### **Objectives of School Libraries**

All types of schools have a library with the following objectives:

- To awaken and foster interest in reading books;
- To create love for books;
- To promote reading habits; and
- To inculcate communication skills.

#### **Functions of School Libraries**

In order to attract students to the library and develop their interest and curiosity, the library should:

- Acquire a good stock of teaching - learning material for students and teachers,
- Display books in classified order,



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- Provide functional physical facilities such as building, furniture and equipment,
- Provide adequate finance, and
- Hire qualified committed staff.

Schools at primary, secondary and senior secondary levels require similar consideration as mentioned above. The school library services include:

- a) Lending
- b) Reading
- c) Reference service, and
- d) Guidance and advisory services to promote the interest of children for reading books and other reading material



### INTEXT QUESTION 4.1

#### 1. Fill in the blanks

1. One of the functions of school library is to \_\_\_\_\_ books in \_\_\_\_\_ order.
2. Academic libraries are grouped into three categories which are school, college libraries, and \_\_\_\_\_.
3. School Libraries can promote \_\_\_\_\_ and \_\_\_\_\_.

#### 4.2.1 College Library

The support of a library to the college education broadens the minds of the young students to meet new challenges. Compared to school education, college education is totally different for students. There are a large number of students in each class, and therefore, it is not possible for the teachers to give individual attention to each student. The students have to, thus, depend on college library for their studies and create habit of self-learning. College libraries are further classified in four categories such as:

- (1) Junior colleges
- (2) Degree colleges
- (3) Postgraduate colleges, and
- (4) Professional colleges

#### Objectives of a College Library

The chief objectives of a college library are:

- To give the new entrants a wider and deeper understanding of the various disciplines,

- To provide guidance to students for higher studies and self-learning;
- To prepare the students for shouldering the higher responsibilities of managing schools, government departments, civic organizations, commercial establishments, business and industrial companies, etc.,
- To train them to become more enlightened, knowledgeable and responsible citizens, and
- Prepare them for varied professions like law, medicine, engineering, technology, and so on.



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### Functions of a College Library

The basic functions of a college library are:

- To assist its parent body to carry out the requirements of its teachers, and students regarding reading, study and research;
- To provide physical facilities such as functional building, furniture, equipment, etc.;
- To provide latest editions and multiple copies of curriculum based textbooks and recommended books for their study;
- To equip the library with wide range of reference books;
- To develop collection of latest subject books and periodicals including their back volumes;
- To procure multiple media material and computer-aided teaching –learning material;
- To subscribe important newspapers and other light material such as popular fiction, biographies, travelogues, art books, etc. for recreation purpose; and
- To preserve previous years' question papers to help the students.

### College Library Services

College library staff provides the following services:

- Provide reading, lending and textbook services;
- Guide students in the use of manual or computer catalogue;
- Assist in locating books and reference books from the shelves;
- Train and instruct students to exploit the effective and efficient use of library resources;
- Provide information, reference and referral services to all library members;
- Display the new books and lists of multiple media material;
- Procure adequate multiple media material and equipment to render them usable; and
- Reprographic service.



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### Library Committee

In every college, there is a library committee. The Principal happens to be the Chairman of the Library Committee in which Librarian is the Member-Secretary. A few senior faculty members and outside library experts are the other members of the library committee. The librarian has the executive responsibility for the day to day management whereas overall policy decisions for the development of the library are taken by the Committee members. UGC Grant, State Government Grant, fees and fines from the students are the major sources of finance of a college library.



### INTEXT QUESTION 4.2

#### 1. State True / False

1. College librarian is the chairman of library committee .
2. Librarian takes the policy decisions how the development of the college library.
3. Function of collage library is not to procure multiple media material and computer.

#### 4.1.2. University Library

In India, the number of universities have grown very fast since 1947. The growth is evident from the growing number of students' enrollment, research scholars, courses in varied disciplines and multi-disciplines, creation of a number of new departments, research projects and a large number of faculty members. There are different types of universities such as conventional, professional, deemed, and open universities.

A university library is established, administered and maintained to assist the university in five major functions such as - teaching and learning; research and generation of new knowledge; dissemination and publication of research results; conservation of knowledge and ideas; and extension programmes. The university libraries have to play a very challenging and difficult role to satisfy the demands of larger group of students, research and post-doctoral research scholars, members of the various academic and executive bodies of the management, administrative and professional staff of the university.

#### Objectives of a University Library

University library plays a very important role by supporting and helping the university in achieving its aims and objectives. It has to cope up with the multidimensional activities of the university. The objectives of a university library are as follows:

- To provide intellectual and managerial leadership to the various fields of government, industry, health, engineering, law, medicine, defence ,education, agriculture and imbibe them with a sense of social purpose;

- To guide research workers in all areas mentioned above so that the results of research could be harnessed to improve the quality of life of the people; and
- To conserve knowledge and ideas for posterity.

### Functions of a University Library

The major functions of the university library are:

- To develop collections of print and media resources in a wide variety of subjects for learning, teaching, research, publication, etc.;
- To organize and store the acquired collection/knowledge for use by the readers;
- To provide a variety of library, documentation and information services, both responsive and anticipatory; and
- To encourage students, researchers and teachers in using the library for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

### Services of a University Library

The nature and efficiency of services provided vary from library to library. With the introduction of information and communication technologies, most of the university libraries have automated their library operations using Library Management Software and are providing a variety of services which were not provided before. University library provides services mentioned below:

- Reading and lending service;
- Bibliographic instruction and library orientation;
- Assistance in the use of the library catalogue and locating documents/information;
- Reference and information services;
- Current Awareness Services (CAS);
- Selective Dissemination of Information (SDI);
- Bibliographic services;
- Inter-Library Loan (ILL) services;
- Reprographic services;
- Maintenance of News Paper Clippings;
- Maintenance of vertical files containing pamphlets, prospectuses, reports, question papers of previous years' examinations, etc.;
- Reservation of documents;
- User education;
- Exhibition and special displays;



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- Special lectures, demonstration of new software and services; and
- User oriented seminars, workshops.

### University Library Committee

The university library is headed by a Chief Librarian. It is governed by the statutory laws of the university. The library system is subjected to scrutiny and evaluation by its academic and executive councils. A Library Advisory Committee is constituted and chaired by the Vice-Chancellor or his nominee with the librarian as its member secretary and convener. The Committee comprises of some senior members of the university faculty, library and information science experts and a few scholars.

The library committee is responsible to lay down guiding principles and policies on all matters concerning academic and administrative affairs of the library system. Library Committee approves the budget prepared by the librarian before it is sent to the Finance Committee. The main source of finance is University Grants Commission (UGC), Central/State Government Grants, Fees and Fines from the readers, etc. It advises on the extraordinary purchase of bulk collection, back volumes of periodicals, e-journals, furniture ,equipments, computers and communication hardware and software, and also acceptance of major gift collection.



### INTEXT QUESTIONS 4.3

#### 1. Tick the correct answers

- Library Advisory committee is headed by
  - Chief Librarian
  - Vice Chancellor
  - Administrative officer
- which one of the following is not service of University Library.
  - Special lectures, demonstration of new software and services.
  - User oriented seminars, workshops
  - Provide reading, lending and textbook services;

### 4.2 SPECIAL LIBRARY

Special libraries came into existence in the 20th century. Special library deals with special user groups, has special subject collections and renders special services. These libraries are established to meet the information requirements of the organisations to which they are attached. They are generally devoted to Research and Development (R&D) activities and procure all types of documents in the form of handbooks, technical reports, state-of-the-art reports, bibliographies, current awareness bulletin, periodicals, indexes, abstracts, directories, documentation lists and accession lists.

### Definition of Special Library

Harrod's Librarians' Glossary of Terms defines that "Special Library is a collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge and provided by a learned society, research organization, industrial or commercial undertaking, government department or even an educational institution. It may also be a special branch of a Public library serving certain interests or occupational groups such as a technical library or a special subject library, meeting the needs of all enquiries on that given subject such as music library."



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### Objectives of a Special Library

A special library is an integral part of a parent institution and fully supports its programmes and activities. The main objectives of the special library are to develop current as well as retrospective collection in core subjects based on the projects and programmes of the parent organization. Their aim is to provide promptly the latest information about the significant developments in the field whenever requested by the users. It provides all types of academic, technical and documentary support to render appropriate services to the specialists.

### Functions and Services of a Special Library

A special library performs various functions and provides services mentioned below:

- Performs exhaustive literature search to compile comprehensive lists;
- Selects, procures, organizes, stores and retrieves current information required by the users;
- Analyses, synthesizes and evaluates available information;
- Provides state-of-the-art-reports, critical reviews, monographs, research reports, reprints, etc.;
- Provides indexes, abstracts and extracts;
- Prepares accession lists, bulletins, newsletters, summaries, handbooks or manuals and bibliographies;
- Issue of documents including inter-library loan;
- Renders reference and referral services; and
- Provides Current Awareness Services (CAS), Selective Dissemination of Information (SDI), and translation services.

### Types of Special Library

There are varied types of special libraries. They are –

- Government Libraries –  
Parliament Library, New Delhi  
Central Secretariat Library, New Delhi





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- Societies and Institutions –  
U.P. Historical Society, Lucknow  
World Poetry Society Intercontinental, Chennai
- Industrial and Commercial organizations –  
Library of Larsen and Toubro, Mumbai  
Bharat Heavy Electricals Limited Library, New Delhi
- Research organizations –  
Indian Council of Medical Research, New Delhi  
Indian Council of Agricultural Research, New Delhi
- Academic Institutions –  
Indian Institute of Technology at New Delhi, Bombay, Chennai, Kanpur, etc.  
School of Planning and Architecture, New Delhi  
Lal Bahadur Shastri Institute Of Management, New Delhi
- Public Libraries –  
New York Public Library, New York - Science Division  
John Crerar Public Library, Chicago – Science, Technology and  
MedicineCollection



#### INTEXT QUESTION 4.4

##### 1. Match the following

- |                           |  |
|---------------------------|--|
| (a) Academic Library      | (i) Indian Council of Medical Research             |
| (b) Government Library    | (ii) New York Public Library                       |
| (c) Research Organization | (iii) Indian Institute of Technology at New Delhi  |
| (d) Public Library        | (iv) Parliament Library                            |
|                           | (v) School of Planning and Architecture, New Delhi |

#### 4.3 PUBLIC LIBRARY

A public library is a social institution. It plays a very significant role in the welfare of a society. There are a number of factors responsible for the evolution of public libraries. These are:

- Peoples' urge for knowledge;
- Improvement of literacy level through self-education;
- Opportunity for universal public education;
- Enlightened leadership and philanthropy;

- Rapid advancement in science and technology; and
- Fruitful utilization of leisure.

With the advancements in computer and communication technologies, it is possible for the public library to provide quick information through mass media, internet, cell phones to the masses cutting across geographical, political and other barriers.



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### **Definition of a Public Library**

A public library is a non-profit library established for the use of the general public and maintained chiefly by public funds. Thus, a public library is for the public, by the public and of the public. It provides service to every citizen irrespective of one's birth, caste, colour, sex, social, economic and educational standard without any cost. Libraries of all categories are generally used for five purposes, i.e., education, information, recreation, aesthetic appreciation and research. Academic libraries are primarily used for education and research. Special libraries are meant for information and research, but public libraries are visited for all the five purposes as mentioned above.

### **UNESCO's Public Library Manifesto**

UNESCO formulated a Public Library Manifesto for member countries in 1949 and revised it in 1972. Later, in 1994, it prepared Public Library Manifesto in cooperation with the *International Federation of Library Associations and Institutions (IFLA)*. This manifesto is widely accepted by all countries. It provides guidelines regarding objectives, activities and services of public library; its funding, legislation and networks; its operations and management and implementation of the Manifesto. It has specified missions of the public library. These are given below.

### **Missions of the Public Library**

The following key missions that relate to information, literacy, education and culture should be at the core of public library services:

1. Creating and strengthening reading habits in children from an early age;
2. Supporting both individual and self conducted education as well as formal education at all levels;
3. Providing opportunities for personal creative development;
4. Stimulating the imagination and creativity of children and young people
5. Promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
6. Providing access to cultural expressions of all performing arts;
7. Fostering inter-cultural dialogue and favouring cultural diversity;
8. Supporting the moral tradition;
9. Ensuring access for citizens to all sorts of community information;



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10. Providing adequate information services to local enterprises, associations and interest groups;
11. Facilitating the development of information and computer literacy skills; and
12. Supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

(Taken from <http://archive.ifla.org/VII/s8/unesco/eng.htm>)

In short, the UNESCO Public Library Manifesto suggests that a public library is expected to play mainly the role in three principal areas viz. information, education and culture. It has to serve as:

- A Centre for Information;
- A Centre for Self-Education;
- A Centre for Culture;
- A Centre for Local Cultural Materials;
- Development of understanding democratic spirit; and
- Functioning as an impartial service agency

#### **The Objectives and Functions of Public Libraries**

The objectives and functions of a Public library according to Dr. S. R. Ranganathan are as follows:

- i) Help the life-long self-education of one and all;
- ii) Furnish up-to-date facts and information on all subjects to one and all;
- iii) Distribute in an unbiased and balanced way all recorded information to the citizens to help them discharge their duties towards local, national and international affairs;
- iv) Convey new knowledge to the researchers as early as possible
- v) Preserve the cultural heritage of the country;
- vi) Provide facility for fruitful utilization of leisure time; and
- vii) Work for the continued social well being of citizens as the in-charge of all material.

The functions of the public libraries are thus summarized as below: Most of the countries have legislation for public library system and they are set up considering the organizational structure and geographical distribution to reach all the people, i.e., in all states, districts and villages. In order to attract users to the library and to sustain their interest in reading, the library organizes cultural activities such as lectures, discussions, film shows, musical concerts, plays and art exhibitions and story hours for children. It not only serves as a repository of books but as a cultural centre also. A public library, therefore, plays a very important role in building well-informed, skilled and productive citizens.



### Activity 4.1

Visit at least one public, school, college, university and special library located in your locality in order to get a first hand information and idea about these libraries.



### INTEXT QUESTIONS 4.5

#### 1. Fill in the blanks

1. UNESCO Public Library Manifesto suggest that a public library plays role in three principal areas viz, information education and\_\_\_\_\_.
2. One of the objectives and functions of public libraries is to help \_\_\_\_\_of one and all.

## 4.4 NATIONAL LIBRARY

A National Library is a library specifically established and funded by the government of a country to serve as the pre-eminent repository of information for that country. Unlike public libraries, a national library rarely allows citizens to borrow books. Often, they include rare, valuable, or significant works.

### Definition of a National Library

Harrod's Librarians' Glossary of Terms (1987) defines a National Library as a library maintained out of government funds and serves the nation as a whole. The books are usually for reference only. They usually receive material through legal deposit legislation. The function of such a library is to collect and preserve for posterity all the published records viz. books, periodicals, newspapers and other printed and multimedia material of the country's cultural heritage. This is best done by a law requiring publishers to deposit copies of all publications produced by them and by purchasing books on their country published in other countries. A legal deposit normally has penalty clauses to enable the act to be enforced.

### Objectives and Functions of a National Library

The main objective of a National Library is to identify, acquire, organize, store and retrieve all print and non-print documents published within or a particular country and by or on all the nationals of our country in other countries.

The functions of the national library recommended in the *Final Report of the Regional Seminar on the Development of National Library in Asia and Pacific Area* held in Manila in 1964 are given below.

- To provide leadership among the nation's libraries;
- To serve as a permanent depository for all publications issued in the country;
- To acquire other types of material;



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- To provide bibliographical services;
- To serve as a coordinating centre for co-operative activities; and
- To provide service to the government.

### Examples of National Libraries

There are comprehensive National Libraries of the countries performing all activities and functions. They are:

- The National Library of India, India  
<http://www.nationallibrary.gov.in/>
- The Library of Congress (LC), USA  
<http://www.loc.gov/index.html>
- The British Library, UK  
<http://www.bl.uk/>
- The National Library of Canada, Canada  
[http://www.ottawakiosk.com/national\\_library.html](http://www.ottawakiosk.com/national_library.html)

In last few decades, the activities of National Libraries have expanded considerably. Consequently, several of these activities and functions are shared by a few National Libraries that have emerged in different countries and are grouped by their (a) functions, (b) subjects, (c) special groups served, (d) type of material collected, (e) sub-national serving a geographical area or a cultural group, and (f) functional sharing. They are as under –

- (a) By functions Lending British Library Lending Division, UK
- (b) By subject Medicine National Medical Library, India  
Agriculture National Agriculture Library, USA
- (c) By special group Blind National Library of the Blind, UK  
Served Legislators National Diet Library, Japan
- (d) Sub-national Area/State National Library of Wales serving a geographical area  
Cultural National Libraries of Serbia, USSR Group cultural group
- (e) By sharing Sharing State University of Aarhus, Functions Denmark



### Activity 4.2

Visit the website of the National Library of India, Kolkata. Write down the chief activities of the National Library.



## INTEXT QUESTIONS 4.6

### 1. State True/False

1. One of the main differences between a national library and special library is that former collects all print and non- print documents published with in a country.
2. The library of congress, of USA is not an example of National Library.



## WHAT YOU HAVE LEARNT

1. We have discussed the definition, objectives, functions, user groups and services rendered by each type of library, i.e., Academic, Special, Public, and National libraries. As a whole, these libraries serve the purpose of varied users from a general approach to a particular approach.
2. Academic libraries serve the students, teachers and research scholars.
3. Special libraries assist specialists/researchers in special fields.
4. Public libraries are for masses.
5. National libraries cater to entire nation having all types of collection in all languages. There is no sharp distinction between different types of libraries. For example management, engineering and medical college libraries are academic as well as special libraries.
6. Public libraries can make positive attempts to develop collection for these potential groups of adult learners.



## TERMINAL EXERCISE

1. Write down the important functions of a public library.
2. Describe the functions of a college library.
3. State the functions of any special library.
4. Describe the purpose and functions of National Library.



## ANSWER OF INTEXT QUESTION

### 4.1

1. Display, classified



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2. University libraries
3. Reading habit and communication skills

**4.2**

1. False
2. True
3. False

**4.3**

1. (b)
2. (c)

**4.4**

- (a) - III
- (b) - IV
- (c) - I
- (d) -II

**4.5**

1. Culture
2. Life- long Self Education

**4.6**

1. True
2. False

**TERMS**

The terms covered in this lesson which require further explanation are given below in an alphabetic order. The learner is required to explain each term.

**Biographical works:**

**Biography:**

**Inter-Library Loan:**

**Mass Media:**

**Non-Print Material / Non-book Material / Media Material:**

**Repository:**

**Reprographic Service**