
Library Learning and Information Services of Library, its Setup, and Type of Library

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Abstract: *A library is an assortment of materials, books or media that are effectively available for use and not only for show purposes. It is liable for lodging refreshed data to address the client's issues consistently. A Library gives physical (printed versions archives) or computerized admittance (delicate duplicates) materials, and might be an actual area or a virtual space, or both. A library's assortment can remember printed materials and other actual assets for some arrangements like DVDs, Cds and Tape just as admittance to data, music or other substance hung on bibliographic data sets. A library, which may fluctuate broadly in size, might be coordinated for use and kept up by a public body like an administration, organization/schools, a partnership, or a private person. As well as giving materials, libraries likewise offer the types of assistance of administrators who are prepared and specialists at finding, choosing, flowing and sorting out data and at deciphering data needs, exploring and breaking down extremely a lot of data with an assortment of assets. Consequently, custodians go an additional mile to address the client's issue by guaranteeing that their clients are happy with the data provided.[citation needed] A Curator is one individual who is relied upon to be exceptionally dynamic and inventive particularly in this advanced world.*

Keyword: *Library, Library Collection, structure, Designations of Library Staff, Services, Public Library, Academic Library.*

1. INTRODUCTION

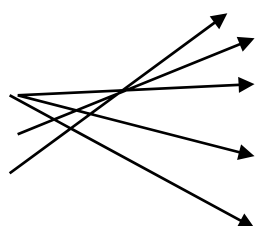
A library is defined as an institution that keeps a collection of books and other materials – non-book and audio-visual, for reading, study, reference and dissemination.¹ It is the hub and centre of all intellectual and literary activities of readers, scholars and students:

Example:

Books Periodicals

Audio – visual

Video-visual





Mimeograph

Organization of a library has three components of services i.e.

1. Readers Services,
2. Technical Services and
3. Administrative Services

Library's main services are depicted in chart I.

Structure of Small and Medium Libraries

A number of departments, sections and units constitute the structure of a library depending upon its size and staff. In libraries which are of reasonably good size, only a few sections are created by integrating the related tasks. In smaller libraries two or three persons handle all the jobs.² For example; Selection, Acquisition and Processing functions are combined to form one section, Circulation and Reference into another. Periodicals and Binding can also be combined to form third section.³

The work of Documentation, Bibliography, Abstracting, Current Awareness Service, Selected Dissemination of Information and Article Alert Services etc. should be dealt with in one section as far as possible, or this work can be combined with reference Section.⁴

Medium Libraries

The structure of medium sized libraries is illustrated as under (Chart II).

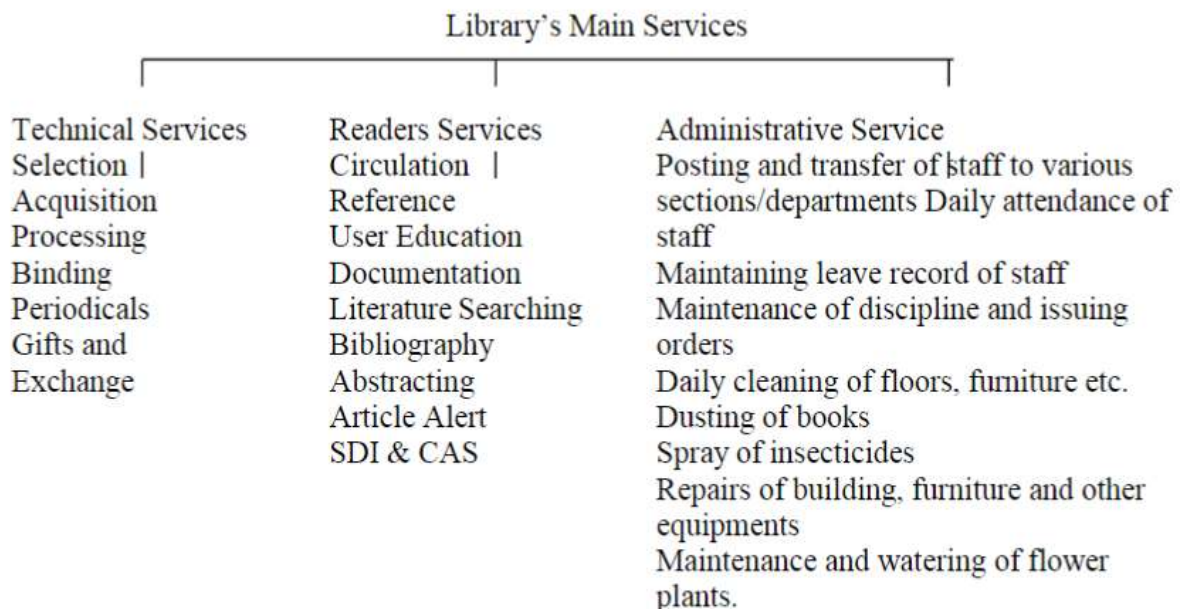
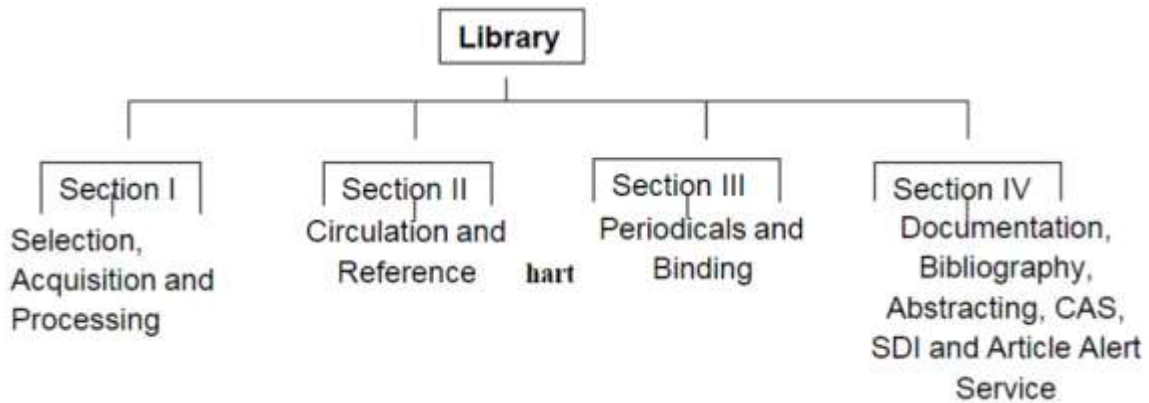


Chart I

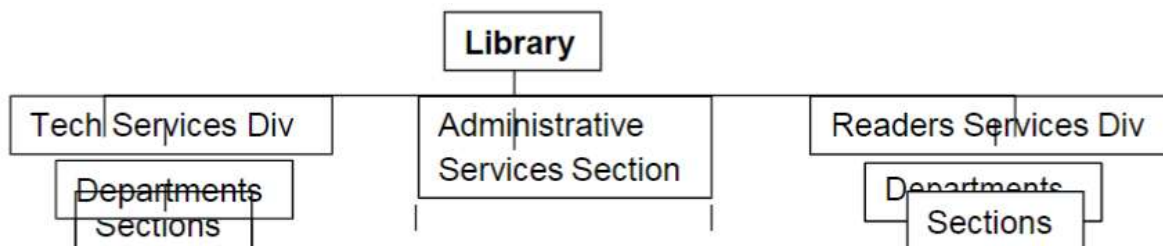
The structure of medium sized libraries is illustrated as under:



Large Libraries

Large libraries are organized into Divisions, Departments and Sections. For example:

Chart III



These sections can further be sub-divided into units if so required. The number of departments and sections depend upon the need and administrative convenience of the library.⁵

The structure of large libraries is further illustrated in Chart IV

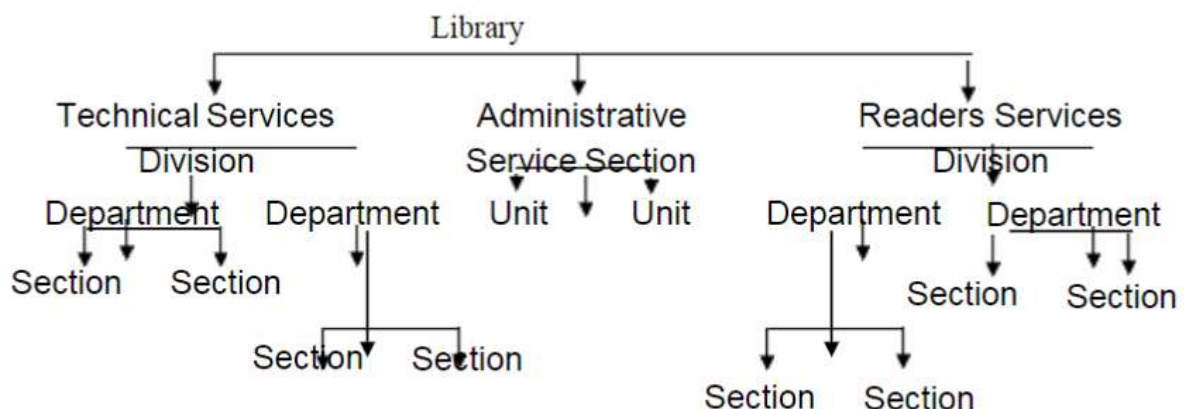


Chart I



Staff of Libraries

The staff employed varies in designation and numbers in accordance with the size of the library. There are no standards for staff complement and the number of staff in a library depends on various factors such as work load, finances, approach of authorities, skill of the librarian, circumstances at the time of sanction.

The Staff Inspection Unit, Ministry of Finance, Government of India, has laid down standards of work for the jobs in the library, but these standards are strict and conservative. By applying these norms, one can only determine/ project the number of library staff complement but do not specify the number of technical and non-technical persons. Librarians may feel such norms are not suitable and need review.

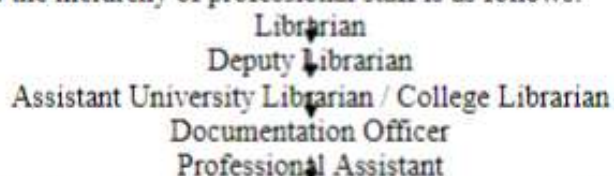
The Fifth Central Pay Commission has recommended the minimum supporting technical staff for the libraries according to their classified categories.

Designations of Library Staff

The general hierarchy of the staff in a library is as under:

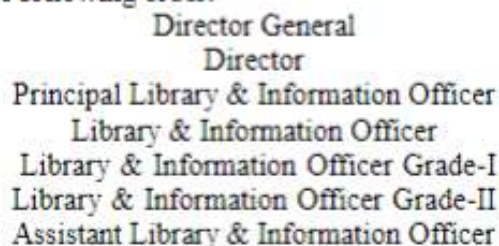


In university libraries the hierarchy of professional staff is as follows:



In scientific organizations the professional staff is designated as scientists at par with scientists working over there.

In the Government Departments Libraries, designations as per recommendations of the Fifth Pay Commission are in the following order:-





Senior Library & Information Assistant
Library & Information Assistant
Library Semi-Professional Grade-I
Library Semi-Professional Grade-II
Library Attendant Grade-I
Library Attendant Grade-II
Library Attendant Grade-III

Library Committee

A library committee is constituted to exercise general direction, control, supervision and guidance over the affairs of the library.

Functions

- To formulate the library policy.
- To take decisions on administrative and technical matters.
- To suggest, recommend and purchase of library material.

Constitution

The Library Committee is constituted by the Head of the Department Institution in consultation with the librarian. Members of such a committee are not more than seven including the Chairperson, and the Member Secretary, who generally is the librarian in charge. The chairperson or the librarian in charge are delegated the administrative powers by the Head of the Institution /Department.⁶

Authority

The committee is the final administrative authority and its mandate in the library matters is final.

Library without Library Committee

Where there is no Library Committee the Librarian, the Chief Librarian, the Director or the Head of the Department/Institution, as the case may be, is the authority for administrative and technical matters including the selection and purchase of books.⁷

Librarian in charge should, however, make efforts to have a Book Selection Committee constituted. The functions of this Committee will confine only to the selection of library material. A collective decision for the selection of books and other library material is always better.

Type of Library

Type of Library		
Academic Library	Public Library	Special Library
School Library College Library University Library Professional Library		Research Library Medical Library Law Library News Library Museum Library



		Govt. Library Corporate Library Blind Library Hospital Library etc.
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National Library
↓
Divisional Library
↓

State Library
↓
Panchayat Library
↓

Distt. Library
↓
Village Library
↓

Types of Library

1. Academic Library

Academic library is a library that is attached to a higher education institution and serves two complementary purposes: to support the curriculum, and to support the research of the university faculty and students.^[1] It is unknown how many academic libraries there are worldwide. An academic and research portal maintained by UNESCO links to 3,785 libraries. According to the National Center for Education Statistics, there are an estimated 3,700 academic libraries in the United States.^[1] In the past, the material for class readings, intended to supplement lectures as prescribed by the instructor, has been called reserves. In the period before electronic resources became available, the reserves were supplied as actual books or as photocopies of appropriate journal articles. Modern academic libraries generally also provide access to electronic resources.

Academic libraries must determine a focus for collection development since comprehensive collections are not feasible. Librarians do this by identifying the needs of the faculty and student body, as well as the mission and academic programs of the college or university. When there are particular areas of specialization in academic libraries, these are often referred to as niche collections. These collections are often the basis of a special collection department and may include original papers, artwork, and artifacts written or created by a single author or about a specific subject.⁸

There is a great deal of variation among academic libraries based on their size, resources, collections, and services. The Harvard University Library is considered to be the largest strict academic library in the world,^[2] although the Danish Royal Library—a combined national and academic library—has a larger collection.^[3] Another notable example is the University of the South Pacific which has academic libraries distributed throughout its twelve member countries.^[1] The University of California operates the largest academic library system in the world; it manages more than 34 million items in 100 libraries on ten campuses.⁹

2. Public Library

A **public library** is a library that is accessible by the general public and is usually funded from public sources, such as taxes. It is operated by librarians and library paraprofessionals, who are also civil servants.¹⁰

There are five fundamental characteristics shared by public libraries: they are generally supported by taxes (usually local, though any level of government can and may contribute);



They are governed by a board to serve the public interest; they are open to all, and every community member can access the collection; they are entirely voluntary in that no one is ever forced to use the services provided; and they provide basic services without charge.¹¹ Public libraries exist in many countries across the world and are often considered an essential part of having an educated and literate population. Public libraries are distinct from research libraries, school libraries, and other special libraries in that their mandate is to serve the general public's information needs rather than the needs of a particular school, institution, or research population. Public libraries also provide free services such as preschool story time to encourage early literacy, quiet study and work areas for students and professionals, or book clubs to encourage appreciation of literature in adults. Public libraries typically allow users to *borrow* books and other materials, i.e., take off the premises temporarily; they also have non-circulating reference collections and provide computer and Internet access to patrons.¹²

3. *Special Library*

Special libraries appeared in the twentieth century. A Special library bargains with unique client gatherings, has uncommon subject assortments, and renders Special administrations. These libraries are set up to meet the data prerequisites of the associations to which they are appended. They are for the most part committed to Research and Development (R&D) exercises and acquire a wide range of records as handbooks, specialized reports, cutting edge reports, book references, current mindfulness notice, periodicals, lists, abstracts, indexes, documentation records, and increase records.

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