

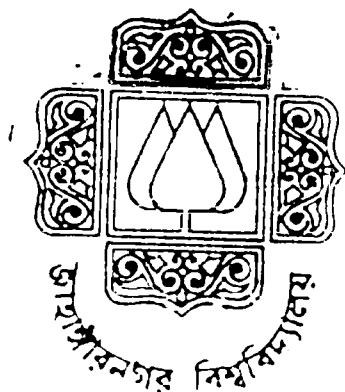
*Jahangirnagar University
Library — A Case Study.*

Dhaka University Library

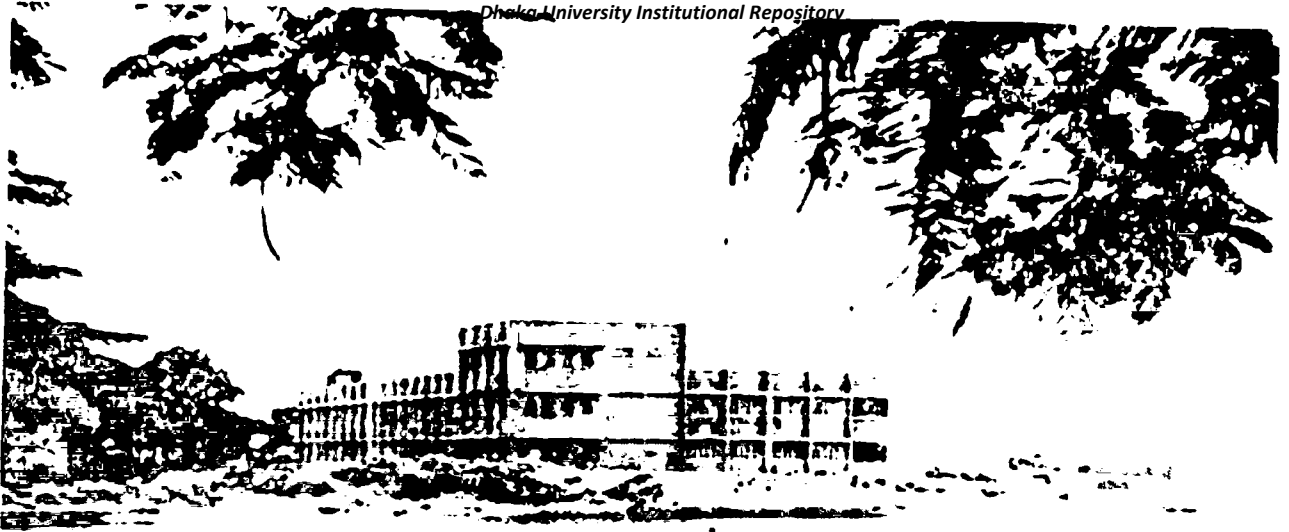


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THE JAHANGIRNAGAR UNIVERSITY — AT A GLANCE



ESTABLISHED	20th August 1970
TOTAL AREA	711.76 Acres
FACULTY	3
DEPARTMENT	14
STUDENTS	2200
TEACHERS	150
RESIDENTIAL HALLS	3
BOOKS	57,500 Vol.
PERIODICALS	700 Vol.
VICE-CHANCELLOR IN CHAIR	A.F.M. KAMALUDDIN



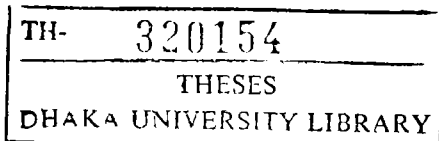
Faculty of Arts and Humanities



University Library

*Jahangir Nagar University
Library - A Case Study.*

*Thesis Submitted in Partial
Fulfillment of the requirements for
the Masters Degree in
Library Science Examination
of the year 1984.*



By

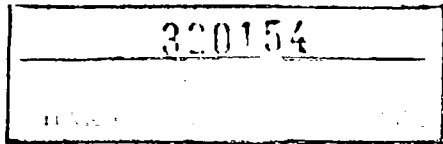
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1984

Jahangir Nagar University
Library - A Case Study.

By
Najiba Khatun



Guided By
A. K. M. Yamsul Alam

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PREFACE

As a sequel to the course work I am assigned to prepare and submit a Case Study on the Jahangir Nagar University Library.

While preparing this Case Study I have attempted to be as precise as possible and to remain within the frame work of assigned topic. Ample precautions have been taken to record the pertinent information on every aspect of the Jahangir Nagar University Library.

In this Case Study attempt has been made to describe and give in different chapters a clear picture of the history and growth, management, procedures, selection and acquisition, recording and processing systems, preservation and storage, interpretation and retrieval of information, materials circulation, and inter-library loan system, indexing, bibliographic and reference services. Library publications and may other things relating to the Jahangir Nagar University Library. The aim of this Case Study is to show the present status and organizational procedures, systems and different services of the Jahangir Nagar University Library. The study will help to evaluate the present services and

estimate deficiencies if compared to other research libraries in outside Bangladesh.

The main hypothesis of this Case Study is that the library services can be mechanized and some new services introduced the library may serve as a model research and academic library for Bangladesh and other underdeveloped and developing countries.

The following methodology is followed in preparing this Case Study. The Case study has been based on the data and other pertinent information collected and obtained from the annual reports of Jahangir Nagar University, Face to face interviews, library files, Jahangir Nagar University articles and other sources available at the Jahangir Nagar University and its Library and other materials available elsewhere.

NAJIBA KHATUN
(NAJIBA KHATUN)

ACKNOWLEDGEMENTS

I shall be grateful to the Chairman, Department of Library Science, University of Dhaka for giving permission and advice to prepare the Case Study on Jahangir Nagar University Library. I also convey my cordial thanks to her for sincere co-operation.

I am gratefully indebted to Mr.A.K.M.Shamsul Alam, Department of Library Science, University of Dhaka, for his supervision, valuable suggestions and guidance through out the preparation of the Case Study.

I owe to my teachers who gave me the encouragement during my study.

I extend my sincere gratitude to some honourable persons and my friends for their valuable suggestions on technical aspects of my work of this Case Study. I convey my grateful thanks to Mr.Syed Saifullah and other members of the staff of Jahngir Nagar University Library for helping me in preparing this Case Study. I am also grateful to Mr. Azizur Rahman of Jahangir Nagar University Library for providing me with the information about the early history of the Jahangir Nagar University and its Library.

Finally, I can not but apologize for the typographical errors which have occurred in this Case Study.

DHAKA
15th February 1987

N.K

Chapter I Introduction

- 1 Introduction
- 2 Statement of the Problem
- 3 Methodology
- 4 Purpose of the Study
- 5 Scope of the Study

1. INTRODUCTION :

This study on Jahangirnagar University Library as its title indicates is an attempt of extensive discussion of the aims and objectives, functions, scope and processes involved to build up collections, and dissemination of them to its clientele.

Jahangirnagar University Library collect, organize and disseminate publications and research materials on every field of knowledge, because Jahangirnagar University Library is a research and academic institution and its library, is the resource centre for research and higher education. The library serves its parent organization to fulfill its mission by aiding research activities. So it is needless to say that Jahangirnagar University Library is the research and academic Library. Library in the areas of research and its curriculum originate because of specific localized needs for organized information, services to support research to aid its curriculum. The main objective of Jahangirnagar University Library is to pass on the users important, information and provide them with desired materials necessary to their work.

Proper dissemination of up-to-date quality research papers and related advanced literature may be of inestimable value to science and technology. Research and academic libraries should therefore, maintain a regular and systematic, information service covering the immediate and future interest of the nation.

This necessities acquisition and maintenance of adequate publications, on every field of knowledge and these publications should be made available for immediate consultation adequately classified indexed and filed accordingly.

In recent years, technical publications are increasing in such voluminous quantities that more sophisticated methods of documentation need be invented for coping with the present situation. The publications on subjects of current demand and importance of different fields are actually very well represented research reports prepared by eminent persons and scholars of different organizations. So these materials should be acquired and documented, in such a way, that these may be presented to the right persons at the right time in right form without much waste of energy and money.

Periodicals constitute the most important part of a research library resources because they publish the immediate results of experimental research and announcement of technical developments. Technical processing of materials is very important for the effective use of research library. Inefficient or incomplete cataloguing and classification, may result in non-availability of valuable materials at the most needed time. Efficient technical processing is a way of channeling the flow of information from its source to its ultimate users. Dissemination of information is the ultimate purpose of a library to

render service as simple as possible the users convenience should be the primary consideration in establishing all procedures that affect him.

As the role of scientific and technical information on research services is by no means static, development of the way in which its functions are executed is as continuous as the ever changing science and technologies. It is an accepted fact that any scientific enterprise must keep in touch with current developments in its fields, and must also be prepared to review what has been done in the past. In order to do this effectively a library is vitally necessary to help it.

Real invention are actually made in the library and subsequently a new invention is a combination of old ideas and these contributions are most likely to occur in the mind of the researchers, not when he is handling material thing, but when he is brooding over thoughts of other man and retinking them himself in the library. Then the library remains great essentials to new invention. The ultimate service that can be rendered in the research library is to supply factual information in response to request.

However, the library of Jahangirnagar University is the back bone of education sector and is well equiped with ample reading space on three storied building. It is full of valuable materials for research purposes. It contains books covering all aspects of Jahangirnagar University. At present the

library contains 54382 volumes of books ,700 bound local and foreign periodicals, some other technical reports and a lot of pamphlets. This collection is arranged scientifically and dessimihated methodically balanced ways.

Thus Jahangirnagar University Library perform its most important functions by giving adequate and desired service to its clientele. This case study gives adescription of the planning, acquisition,organization and dessiminating processes of the Jahangirnagar University Library. It is hoped that this dissertation may prompt both the library staff and the clietele to operate and use the . library most efficiently and functionally,

CHAPTER I

INTROD

2. STATEMENT OF THE PROBLEM :

Jahangirnagar University Library— a case study.

3. METHODOLOGY :

The main hypothesis of this dissertation is that the library services can be mechanized and some new services introduced the library may serve as a model academic and research library for Bangladesh and other nondeveloping countries of the world.

The following methodology is followed in preparing this dissertation has been based on the data and other pertinent information collected and obtain from the annual report of Jahangirnagar University and its Library, face to face interviews, library files, articles, and other sources available at Jahangirnagar University and its Library.

4. PURPOSE OF THE STUDY :

The subject of the guided research is Jahangirnagar University Library a case study and has been submitted, in partial fulfilment of the requirements of paper seven of the Master's degree in Library Science Examination for the year 1984 of Dhaka University.

5. SCOPE OF THE STUDY :

Bangladesh is a developing country. Like other developing Nations the percentage and standard of the education in Bangladesh is very low.

For the development of the nation, it is needed to increase the percentage of of education and educational standard. There is no doubt that except standard education, it is impossible to get standard lives.

Standard education is corelated to higher education. The development of a society or a nation is closely related to the percentage of education of a nation. But it is quite impossible to get higher education by personal interest only. Because it is much expensive and time loosing and that is only the why for a modern and standard library system of a nation. University library system is one of the step of above library system.

Among the other libraries in Bangladesh Jahangirnagar University Library is one of the place for higher study and research. How far it is active to reach its goal, i.e. the development of standard and percentage of education it is needed to widely survey on library system of Jahangirnagar University. For this it needs detailed and complete information and its reviewing. Mainly, to reach the above destination this dissertation is introduced.

Chapter II
1 Case Study

The Theoretical Aspect

CHAPTER II

CASE STUDY — THEORETICAL ASPECTS

A case study in librarianship on informatin science is a descriptive record of circumstances and events relating to the emeregence of a particular issue or problem, in a specific library or information centre.

As in other disciplines, the case sutdy in librarianship is inclusive in character, as a data recording instrument, in that it incorporates all relevant information or material about the problem environment that has significance for the issue under consideration. The case study, than is a vehicle for presenting a problem in the total context of its human and institutional setting.

The case study usually covers a shorter, time span than the case history, and is generally briefer. Case studies may describe and identify actual library situations, on they may disguise the prototypes on which they are based.

Case studies vary in form depending upon the purposes, for which they are intended. In general they are of two types. The research case study and the instructional case study. The research case study is employed in many disciplines as a tool of inductive investigation. As a research technique, it makes possible incorporation,of multiple variables, in the data

gathering, process. A body of case studies may serve as the basis for generalization or for the testing of a hypothesis. Such use of case studies is common, for example, in the field of clinical medicine.

The instructional case study, on the other hand, has been employed widely in recent years in both formal education for librarianship and in in-service and postgraduate training. Two major kinds of instructional case studies may be distinguished. The exemplary, case study as found in case studies in reference work by the British Library education, Denis Grogan, and S.R.Ranganathan thank reference service, is intended either to provide a model of excellent practice or to illustrate a general principle. Exemplary and illustrative case studies appear to have been employed. Thus far in library education chiefly to supplement more familiar instructional methodologies such as lectures, readings, and examination of source materials, rather than as a substitute for these.¹

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Chapter III

The growth and Development
of the University and its
Library in the World.

- 1 What is University
- 2 History of University
- 3 What is Library
- 4 University Library.

CHAPTER III

THE GROWTH AND DEVELOPMENT OF THE
UNIVERSITY AND ITS LIBRARY IN THE WORLD

1. WHAT IS UNIVERSITY:

The word 'University' came from the Latin word universitas, which at first meant any organized guild or corporation, while the term used for the combination of students and teachers at first was studium generale. For many years there was no prescribed curriculum, nor any specific courses or degrees. Gradually, however, rules regulations were adopted, charters were obtained from king or pope and formal universities were recognized.¹

2. HISTORY OF UNIVERSITY:

The first university in the world was established in 1150 in France. The theological schools in Paris were approaching university status in 1150. 1158 at Bologna in Italy the group of teachers and students was officially recognized by emperor Frederic as a university.² The first university in England were established at Oxford and Cambridge in the 12th century.³ University of Cambridge was established in 1209.⁴ The University of Naples was founded in 1224 by Frederick II as a rival to the influence of the Guelph City of Bologna. The University of Toulouse in France

was established in 1229. Politico-religious considerations led to the establishment of several Spanish universities in the 13th century. It was the founding of the university of Prague of Czechoslovakia in 1348 by Pope Clement VI in response to a petition of Charles IV.⁵ The oldest of the German University of Heidelberg in 1386.⁶ St. Andrews is the oldest Scottish university. It was founded in 1411.⁷ Royal University of Uppsala in Sweden, was founded in 1477. Among the early European universities Marburg was the first protestant university and was founded in 1527. University of Leiden in Holland was established in 1575.⁸ The Trinity College of Dublin was one of the first university of Scottish Universities was founded in 1591.⁹ The capital of the Republic of Ireland, on Dublin Bay, The University of Dublin was founded in 1592.¹⁰ By the end of the 15th century there were 79 university in Europe.¹¹

In the United States universities originated from the pre-revolutionary war, the oldest university of USA was founded in 1636 named as Harvard University. According to the nationality, of their founders among them are Laval University of Quebec in 1852.¹² University of Agra in India was established by the British Government in 1857.¹³ The University de Montreal, University in 1877. In the Far East the Chinese Government founded the Peking National

University in 1902.¹⁴

The National University of Ireland was founded in 1909.¹⁵ The University of Dhaka in Bangladesh was founded by the British Government in 1920.¹⁶ Makerere University of Uganda was inaugurated in 1970 previously established as Makerere College in 1922.¹⁷ University of Dar Es Salaam of Tanzania founded in 1970, originally established as university college in 1961.¹⁸ University of Cape Coast of Ghana founded in 1971, previously established as University College of Cape Coast 1962.¹⁹ The open university a new concept in higher education was established in United Kingdom in 1969.²⁰

The University of Jahangirnagar was founded in 1970 in Savar, Bangladesh.²¹

2. WHAT IS LIBRARY :

The word Library which in English refers to a collection of books gathered for purposes of reading, study, or reference. The basic function of all libraries are to preserve materials by collection, but they have come to serve many other purposes as well. The material they stock now often includes films, slides, phonographs, records, and tapes as well as books and manuscripts. Thus by housing readily available information and the means of its convenient transmission to students and others and by providing a source of instructive and creative reading,

viewing, and listening for the general public of all ages. Libraries play a major role in modern social organization.²²

There are various types of libraries and the libraries have varied functions according to their aims, objectives and readers. The libraries are National, Academic, Special, Public and Research library. The University Library is a Academic Library and at the same time it is also a research library.

4. UNIVERSITY LIBRARY :

For many years the universities did not have library as such. The teachers or masters had small book collections of their own, and these were sometimes lent to favored students. The students copied the lectures and thus secured text books or bought or rented them from book sellers.

Probably the earliest "Libraries" in the universities, other than the stocks of the book sellers, were those of the students or "nations". At Bologna, the libraries of the nations were cared for by student librarians with the title of Conservateur des Libres, and it is probable that similar practices, existed at other university.

The growth of the libraries at the University of Paris and at Oxford will perhaps give a representative, picture of early university library development. Appended to the catalogue is physical description of the Sorbonne Library which

provides us with some insight into the nature of the mediaval university library. Rules for the use of the Sorbonne Library in the early fourteenth century are also revealing. Books were to be used only in the building in which the library was housed, and if taken from the library room, they had to be returned before the end of the day. If any one other than student or teacher took a book from the library he had to leave a deposit of equal value. New College, founded in 1380, was the first Oxford College to begin with a library of its own, and after that date most of the colleges began with their own library.

The physical condition of the early university library strongly resembled the contemporary monastery collections. The medieval university library might be called the earliest, modern library. If it was the monastery library that preserved knowledge for a thousand years, it was the university library that put the knowledge for use and it doing, so ushered in the modern era and put an end to the middle ages.²³

University libraries are in the main general in scope. some of them, notably Harvard University Library at Boston, and the Bodleian Library at Oxford compare with the greatest national libraries in their collections, quality and range. Harvard is by far largest university library in the world. Its foundation in 1638 by a succession of eminent Librarians. The Bodleian Library owes its foundation in 1602 on the site of a former library to Sir Thomas Bodley, a successful diplo-

mat and bibliophile.²⁴

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Chapter IV
The Growth and Development
Of Jahangir's Nagar University.

- 1 Physical Development
- 2 Academic Growth
- 3 Facilities and Services
- 4 Future Prospects

CHAPTER IV

THE GROWTH AND DEVELOPMENT OF JAHANGIRNAGAR UNIVERSITY :

1. The Background of Jahangirnagar University :

The proposal for establishing a residential university in the then East Pakistan comparable to Islamabad University comprising institutes of advanced studies as research oriented centres of excellence and specialization came from the provincial government which in its revised form was approved in principle by the Executive Committee of the National Economic Council in June 1965. The originally selected site at Salna near Joydedpur was later on abandoned as that area was developing as an industrial zone and present site in Savar an attractive undulating strip of land consisting of meadows, woods, and lakes- on the Asian Highway was selected in 1967.¹ The project for establishment of the university started its work in April 1968 with its office in Dhaka. The late Dr. Surat Ali Khan, a distinguished educationist was appointed project Director. The original master plan of the university was prepared by an architectural firm named "Vastukalavid".²

A new university in the neighbourhood of Dhaka which was in the air for some time, took concrete shape on August 20, 1970 when the Jahangirnagar Muslim University was established by East Pakistan Ordinance No. XXI. What was a project during the preceding two years became a university and the first Vice-Chancellor Dr. Mofizuddin Ahmed, a professor of Chemistry at the University of Dhaka took up his new office on August 20, 1970.

The name Jahangirnagar Muslim University was changed to Jahangirnagar University immediately after the war of Liberation in early 1972. The university is located at Savar which is about 18 miles away from Dhaka, the capital of Bangladesh. The University has an area of 711.76 acres of undulating land on the Asian Highway. Most of the area await development as noted below :

Area for academic use	48.00 acres
Area for residential use	141.00 "
Area for other uses	16.00 "
Total road area	35.00 "
Unused high land	348.00 "

Total usable area	
lowland waterbodies	588.00 "

Total area of the University	711.76 "
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The first group of students one hundred and fifty of them were admitted in four teaching departments like Economics, Geography, Mathematics, Statistics with 20 teachers with the formal inauguration of the university on January 11, 1971. by Vice Admiral S.M. Ahsan , the Chancellor, the new university was formally launched.³

2. Physical Development :

The construction of the physical plan of the university consisting of academic, administrative, and residential buildings and its roads, electric lines, water supplies etc was a gigantic task. It needed well considered fixing of priorities and regular flow of funds for the execution of the plan.

The growth of university suffered a serious setback soon after its inauguration, when the war of liberation started between the government in power and the patriotic forces of the people. During those faithful months, the university was not functioning in any real sense. With victory of the people in the war on December 16, 1971 and the emergence of an independent of Bangladesh, Jahangirnagar University started its new life imbued with the new ideals of Bengali nationalism.

The only physical facilities that could be created before the war of liberation were one residential hall,

a school building meant for the children of campus residents, which now in its extended form accommodates a major part of the Faculty of Social Sciences, and a few units of residential quarters. The execution of the master plan needed a lot of funds. The development grants were hardly enough to meet the rising cost of construction. The new departments of Physics and chemistry and the various offices and service centres of the university needed accommodation for which temporary sheds were built. The construction of Hall No.2 started in March, 1971. The work could not progress satisfactorily during the war of liberation. In the year 1973-74, a part of the Hall was completed and it was inaugurated providing accommodation initially for 150 students. The construction of the entire Hall consisting of two blocks, however took several years to complete. It is now the biggest residential hall of the university accommodating more than 700 students.

The construction of the women students residence started in the earlier part of the year 1973. It was given the status of a residential hall with the name Nowab Faizunnessa Hall on February 1, 1978. The increasing number of students necessitated the expansion of the Hall in several phases. At present, it provides

accommodation for some 400 women students of the university.

The expansion of the academic programme and opening of teaching departments particularly in the faculty of Mathematical and Physical Sciences, raised the necessity of laboratories and additional classrooms. To meet these demands, a few more sheds and a fairly large classroom building were constructed. The later building now accommodates the entire faculty of Arts and Humanities and the Department of Mathematics of the Science faculty.

The construction of the academic buildings of the university according to the master plan started only in February 1977, when the foundation stones of the two buildings of the Chemistry and Physics departments were laid by Professor Zillur Rahman Siddique, the then Vice-Chancellor of the university. The construction of the two buildings was complete by the first half of the year 1982, when these two departments found their new homes.

Meanwhile, a special grant from the government to provide recreational facilities to the students enabled the university to take up some special development work. This grant was utilized in the construction of several important buildings like Gymnasium, the Central Cafeteria and the Teachers-Students Centre. The last named

was, however, temporarily assigned to academic purpose much greater importance, viz, the accommodation of the geography department of the growing faculty of social Science.

The construction of the library building which was expected to be the glory of the campus started on 30th November, 1981. When its foundation was laid by Professor Zillur Rahman Siddiqui, the then VC of the university. The Eastern and southern wings of the attractive three storied building were complete in the later part of the year 1985. The enthusiastic interest taken by our present Vice-Chancellor Professor AFM Kamaluddin made it possible to complete this part of the building and it was formally inaugurated by him on the January 11, 1986. The present stock of the library consists of some 57,500 volumes of books and 700 periodicals which was received as gifts from friendly nations of the world after independence.

With the passing of years, the pressure of students seeking admission to the university was increasing. A special grant from the government enable the unviversity to take up the construction of two more new halls each with a capacity for some four hundred students. Hall No. 3 named Shahid Salam Barkat Hall is nearing completion. Its completed part already accommodates some three hundred students. The construction of Hall No. 4 which

started in February, 1985, is also progressing at a rapid rate.

The necessity of building more residential quarters for the increasing number of staff members also exerted considerable pressure on the university authorities. The construction of residential quarters continued in various phases from the very beginning. But it has not been possible for the university to provide all its staff members with residence in the campus until now.

The most event of great importance is the beginning of the Social Science building. The foundation of the building was laid by Professor A F M Kamaluddin the present Vice-Chancellor, on September 11, 1986.

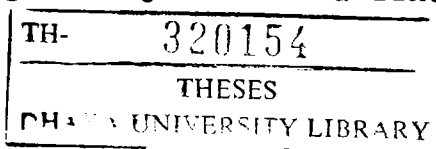
3. ACADEMIC GROWTH :

The real spirit of the university consists in the performance, of its intellectual activities- its programmes of education and research and its contribution to the advancement of knowledge and civilization. The student enrolment was risen to some 2200 in the 14 teaching departments, viz, Anthropology, Bengali, Botany, Economics, Chemistry, English, Geography, Government and politics, History, Mathematics, Philosophy, Physics, Statistics, and Zoology. Of these, three have started just

this year. These are the Departments of Botany and Zoology forming the Institute of Life Science and the Department of Anthropology in the Faculty of Social Sciences. Besides these departments, the Department of Geological Sciences is offering minor courses for the last few years. A Institute of Space and Remote-sensing was also established in January, 1986. It is still a formative stage. It is expected that it will undertake post-graduate researches in collaboration with relevant organizations. All total 150 teachers in different departments are engaged to teach the students. The growth of the number of students teachers and Departments are as follows :

	1971	1981	1985
DEPARTMENT	4	10	14
STUDENT	150	1418	2200
TEACHER	20	112	150

A favourable teacher-student ratio has enabled the teachers to have better personal contact with the students. This university has played a pioneering role in improving the quality of education by adopting course system and continuous evaluation abandoning the traditional system of deviding a subject into a fixed nubmer of papers



and placing major emphasis on the results of the final examination.

The university has until now produced 2262 honours graduates out of which 1551 have completed their masters degree in Arts and Sciences. Seven students have received M.Phil. and Five Ph.D degree from this university. One hundred and fifty eight students have done research work as a part master's degree programme. A fair numbers of students got foreign scholarships, some of whom have already returned with advanced degrees from abroad and joined the university as members of the teaching staff.

The faculty members of the university have engaged in a good number of individual and team researches, the results of which have been published in scholarly monographs, periodical articles and other forms of publications. 'Jahangirnagar Review' the official journal of the university which is published in two parts one for Science and other for Social Sciences, Arts, Humanities has already own a respectable place both at home and abroad. In addition to this, each teaching department publishes its own journal regularly.

4. Facilities and Services :

The university provides ample opportunity for alleviating the dull monotony of serious academic business.

Between attending classes, taking examinations and serious study, students can participate in various cocurricular activities, such as sports and games, lectures and debates, dramatic performances, and musical soiree. These activities and functions add some spice to the campus life helping the students to develop their talents and pursue their hobbies which energize them and make their life more enjoyable.

Among the service centree, the most important is the University Medical Centre which gives free medical service to the students. It also gives medical service to all the employees of the university at the minimum cost.

The Centre for Student Welfare and Guidance is another important service centre which helps stdents suffering from various problems relating to their study and their physical and mental welfare. There is a transport service between Dhaka and the campus. The residents and non-residents both of them take the advantage of using the transport.

5. Future Prospects :

This university has been fortunate enough in having distinguished educational leaders as Vice-Chancellors in the persons of Professor Mofizuddin Ahmed, Professor Syed

Ali Ahsan, Professor Muhammad Enamul Haq, Professor Zillur Rahman Siddiqui, and Professor A. F. M. Kamal Uddin successively to guide its course during these years. Their inspiring leadership combined with the efforts of capable teachers and administrators has set the university on a firm footing. Its real glory lies in the great possibilities of the future expansion and development that will give it a more complete shape.

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Chapter V

The Functions of the University And its Library

- 1 University
- 2 Functions of University
- 3 Library
- 4 University Library
- 5 Functions of University Library.

CHAPTER V

THE FUNCTIONS OF THE UNIVERSITY AND ITS LIBRARY

1. UNIVERSITY :

Institution of higher education consisting of a liberal arts and sciences college as well as graduate, and professional schools, having the authority to confer degrees in various fields of studies.¹

2. FUNCTIONS OF UNIVERSITY :

UNIVERSITIES ARE ORGANIZATIONS engaged in the advancement of knowledge. They teach, train, and examine students in a variety of scholarly, scientific and professional fields. The university confer degrees, and provide opportunities both for members of their teaching staffs and for some of their students to do original research.²

3. LIBRARY :

Library is a place where a collection of books and other library materials kept for reading, study, and consultation.³

There are various types of libraries. Such as National Library, Public Library, Academic Library, Children Library, etc.

4. UNIVERSITY LIBRARY :

A Library or group^{or} libraries established, maintained and administered by a university to meet the needs of its students faculty.⁴

The university library is a academic library and at the same time it also a research library. In the university library collections are in various languages. In this Collection, the books, periodicals, and manascripts, are in different languages. This library provides only the researcher and graduate students who engaged themselves to build up as a learned person. It has the need of technical skilled staff who can give their cooperation in different field of knowledge and languages to make the university library more usefull.

5. FUNCTIONS OF UNIVERSITY LIBRARY :

The university library is a system or process of special library by which it serves the other colleges, faculties, and students under the same autonomy, such as Engineering, Arts, Commerce, Agriculture etc. It should help the other educational institutions.

The main two functions of university library is academic function and research function. It again devided into four divisions. Books for help in related function, the collections will be according to syllabus, the general function and the

research function.

University library share with national library the responsibility for supporting most of the research in a country. They continue to support the archival functions that characterized library in ancient and medieval times, while making their resources more widely available to users than in the past.⁵

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Chapter VI

Administrative Organization.

CHAPTER VI

ADMINISTRATIVE ORGANIZATION :

The organization work of the University Library started right after the promulgation of the Jahangirnagar University Ordinance in 1970, although the collection of the books for the library began earlier. This work of collection for the University Library was run under the supervision of Dr. Surat Ali Khan, the then Director of the University Project before the introduction of the University Ordinance.

About four thousand books and periodicals were collected by that time. Like the administrative offices the library was, initially, set up at the House No. 172, Road No. 13/3, Dhanmondi, Dhaka. Later in December, 1970, the library with other offices was also shifted from the Dhaka to the University Campus. A big room attached to the school-building near the Hall of residence No. 1 was, at first fixed for the library. It is needless to say that it was very difficult to run the library work with such a narrow space which was, however, later on, solved with the addition of one tinshed, which was used by teachers and students as reading room.

Mr. A.B.M. Safiullah, an Assistant Librarian, with other nine employees of different cadres was appointed for the running of the library. A Library Sub-Committee with one Profe-

ssor, two Associate Professors and the Assistant Librarian was formed for giving advice to the authority in connection with library development and the committee was later approved by the University Authority.

The plan of the proposed Library Building at a cost of Taka Fifty-Five lacs was also approved. The University has now its own new library building having total plinth area of 65000 sq.ft. of which 40,000 sq.ft. has been built. The statistics of the books and periodicals acquired in the library during the session 1970—1971 is as follows :

1. Books on various languages	: 7,805
2. Periodicals Foreign	: 57
3. Periodicals Local	: 7
4. Daily News Papers Bengali	: 1
5. Daily News Papers English	: 1
6. Maps	: 15

The following is the figure of books and periodicals with donation received in 1971—1972 :

1. Calcutta University Bangladesh Relief Committee	: 337 Bengali Books
2. Mrs. Shirin Nahar	: 14 Chemistry "
3. Federal Life and General Insurance Co. Ltd.	: 500.00 Tk.in Cash
4. B H C	: 9 Books

5. CSIRO	: 7	Books
6. Bangla Academy	: 198	"
7. Professor A.B. Saha on behalf of the Committee for Assistance to Bangladesh Intellectual, Bombay	: 59	"
8. WCRF	: 300	Science Books

The Total number of books received in the session 1971-1972 stands to 11,738 including 1956 books on Bengali and the number of employees was 13.

In the session 1972-1973, 4,625 books were added to the accession list. Most of them were available as presentation from different organizations. The list showing the statistics of the books with the name of agencies are as follows :-

1. IDA	: 2600	Books
2. SRR, Calcutta	: 279	"
3. Indian Government Relief	: 485	"
4. Asia Foundation, Bangladesh	: 260	"
5. WRC	: 800	"
6. Grant from the Russian Embassy	: A good number of Books	
7. Australian High Commission, Bangladesh	: 100	Books

February 1, 1973, Mr. A.F. Fazlul Majid joined as Librarian. Now the total number of employees reached at 16 including the Librarian and the Assistant Librarian A.B.M. Safiullah. The following is the list of books and periodicals available in the session 1973-1974:-

1. Books from library budget : 762 Books
2. Two Manuscripts :
 - a. Parameshwar Mahabharat : 1
 - b. Sanjoy's Mahabharat : 1

Total number of books presented in 1973-1974 was 6,560.

Of these are:-

1. USAIDA : 4,966 Books
2. IHC : 779 "
3. Australian High Commission : 230 *
4. British Council : 136 "
5. Periodicals on different subject : 113
6. Asia Foundation (Periodicals on science) : 1,000

Special facilities in the use of the library were accorded to the teachers, students and employees. Lending system was in vogue with a permission of taking three books at a time. The library began to function from 8 A.M. to

7.30 P.M. 24 employees by this time were in the running of library function.

In this session 1974-1975, The Jahangirnagar University Library received the following collections in the way given below :

1. USAIDA presented steel shelves for periodicals : 50
2. Purchased from the Library budget : 605 Books
3. Gifts from various sources : 1348 Books
4. Number of periodicals presented by the USA, Britain and Australia : 91 Periodicals
5. Purchased from the University Fund: 10 Periodicals

In the session 1975-1976 the Jahangirnagar University Library required the following collection in the way stated :

1. Library purchased : 177 Books
2. BODM : 198 "
3. SCDM : 218 " on English
4. Donation from Prof. AFA Hossain : 172 "
5. Do : 371 Printed materials
6. Periodicals on gift, Foreign : 5
7. Periodicals on gift, Local : 8

464 volumes of periodicals were bound. In this time 34 employees had been serving in the Jahangirnagar University Library with Librarian and two Assistant Librarians.

In the session 1976-77 The Jahangirnagar University Library purchased the following materials :

1. Jahangirnagar University Library imported through UNESCO Coupon : 1,595
2. Purchased from the local market : 300
3. Donations from various organizations and persons : 272
4. World Bank, IAEA Donation : Technical Reports
5. In 1977 received on subscription : 76 periodicals
6. Local : 15 Periodicals
7. Number of periodicals bound : 466

In the session 1977-1978 :

1. Purchased Books : 1,104 Books
2. Purchased by different sources : 547 "
3. " Periodicals : 76
4. " Periodicals : 29 Local
5. Presented periodicals by different sources : 5
6. CSIRD, Australia : 10

In the session 1978-1979 the library building plan

tion and 30 regularly purchased through UNESCO Coupons. 2 collected and microfiche edition 46 parts. Periodicals bound numbered 491 and books 542 on quotation.

In November, 1981 Professor Zillur Rahman Siddiqui, Vice Chancellor, Laid down foundation stone which was erected by June, 1982. In 1981-82 the Jahangirnagar University Library procured a total number of books 2,862. Of these 629 books from the local market, 1933, imported from abroad. Professor Nafis Ahmad donated his personal collection 217 books. There are some rare books valuable materials too, and received 91 books as presentation from some organizations and persons. These are 14 from the NLP, 37 from the Saudia Ambassador 11 from the Indian High Commission. 93 foreign periodicals were renewed with subscription and 15 presented by different organizations of which CSIRO, Yugoslavia High Commission, Indian High Commission and British Council deseve mention.

In 1982-1983, 1732 books were added to the Jahangirnagar University Library. Of these 511 books from the local market, 398 from foreign market and 225 books from India. As presentation from organizations and persons, received books 413. Out of yhese are :

1. NLP	: 155	Books
2. American Cultural Centre	: 125	"
3. Asia Foundation	: 56	"

4.	British Council	:	29	Books
5.	Saudia Embassy	:	7	"

In this time the late Professor Dr. Enamul Haq donated 987 books including some manuscripts. These were preserved as a Memorial Collections. 93 foreign periodicals were received. Gifts from home and abroad 15 local market 30 and 20 rare manuscripts were procured 437 periodicals and 572 books were made bound. The number of employees in the library reached as follows :

1. Mr. A.F. Fazlul Majid, Librarian.
 2. Mr. A.B.M. Safiullah, Deputy Librarian.
 3. Mr. Syed Safiullah, Assistant Librarian.
 4. Mr. Mosherraf Hossain, Assistant Librarian.
 5. Mr. Md. Azizur Rahman, Deputy Assistant Librarian.
 6. Mr. Mahibullah Patwary, Deputy Assistant Librarian.
- and other 27 employees of different cadres.

In 1983-1984, the Jahangirnagar University Library collected 2,846 books totally. Of those are :

1.	Purchase from local Market	:	1,787	Books
2.	Foreign Import	:	861	"
3.	Presentation	:	191	"

of engineers Associates was given final shape by the middle of the year. Mr. Godfrey Thompson, the British Expert gave his valuable advice in the modification of the library plan. The Jahangirnagar University Library acquired 1,826 books from local market, 330 books from the Swets and Jetlinger, Indian International supplied 95 books and 569 books through Blackwells of England 44 books from local Importer, 118 books presented by the NLP.

In 1979-1980 IAEA, World Bank, British Council and some other organizations presented some books and the Jahangirnagar University Library purchased 25 books from the Swets and Jetlinger, NLP, 235 books from Zemini Book Distribution, and Blackwells supplied 84 books, Indian International also supplied 125 books to the library. In addition to, World Bank and some local Organizations too, gave documents in 1980, 91 foreign periodicals were collected from the local publishers and sellers. This year number of employees came to 32 plus librarian and two Assistant Librarians.

In 1980-1981 through the UNESCO Coupons the Jahangirnagar University Library procured and 362 books and opened a letter of credit of Taka 5 lacs. 25 rare books were purchased and 362 books from local market and presentation from different sources 416 books. 235 books through NLP 115 books on English language teaching by British Council. Periodicals in 1981 numbered 91 (Foreign) were renewed. Received 20 as presenta-

The Donors :

1. Asia Foundation	:	158	Books
2. Ministry of Planning	:	12	"
3. American Cultural Centre	:	6	"
4. Saudia Ambassy	:	3	"
5. N L P	:	3	"
6. Persons and organzations	:	15	"

In 1984 Library subscribed 98 foreign periodicals, 30 from local market and 15 from local importers. The number of employees reached at 33 including 6 officers, this year library made 575 periodicals and 610 books bound.

In the session 1984-1985, the library has the total collection of 5,1000 books plus 150 local and foreign periodicals. The reading room remains open from 7.30 a.m. to 7.30 p.m. except the weekly holiday. The students have to collect the library cards through which they entitled to borrow three books for home studies. The present collection of books upto June, 30. 1985 is 52,682.

ORGANIZATION OF THE
PERIODICAL SECTION :

The periodical section was organized from the inception of the library services in the university. One room in the main

building was allocated for the periodical services. The charge of this section is invested with one Deputy Assistant Librarian who is also assisted by two senior staff and one cleaner.

ACQUISITION :

The work of acquisition is done through two policies. One is through tender and the other is direct purchase from the local market. The Librarian and one Assistant Librarian both perform this purchase work. The former is done through international agencies. After the collection of the periodicals, these issues are, at first, entered in the index cards and stamped on it. These cards are preserved in the kardex for official use. The loose issues are then displayed in the periodical cabinets for the readers. Generally the periodicals are not issued to any reader.

BINDING :

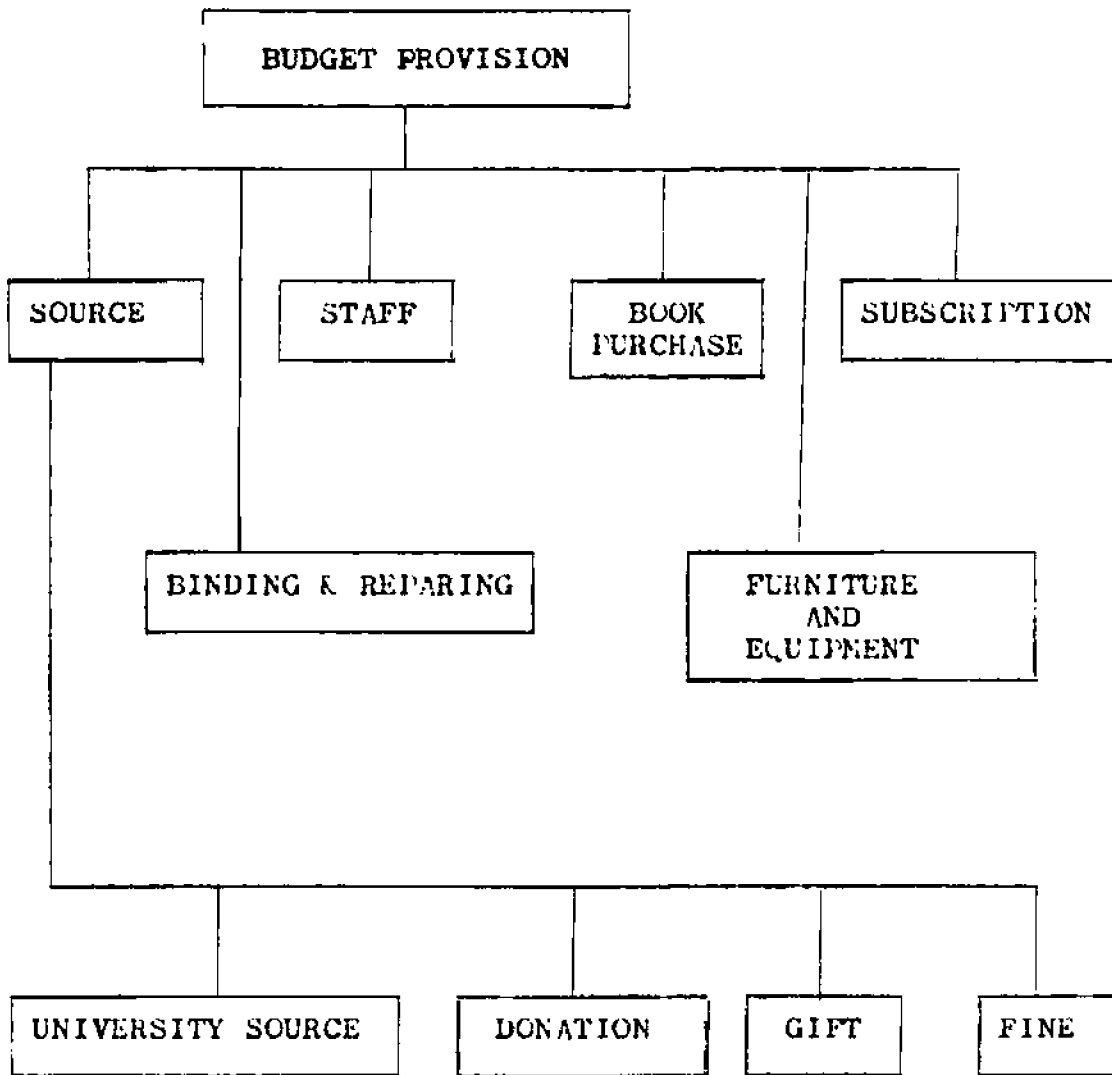
When the loose issues cover a complete volume. These are arranged for binding which is made through quotation system. After binding is complete, accession is made. They are then preserved in the periodical section for service.

WEEDING :

According to S.R. Ranganathan, 'Library is a growing organism'. So every library is going to be bigger day by day with its increasing collection. But the space is very limited. These increasing collection is not possible to keep in the ever limited space. The out dated and less used periodicals are replaced by the newer ones. The old volumes are kept in the store room.

Chapter VII Financial Administration

- 1 Business Functions and Relationships
- 2 Source of Income
- 3 Budgetary Procedure
- 4 Accounting and Financial Reporting.



CHAPTER VII

FINANCIAL ADMINISTRATION :

Finance is the motive power. It is indispensable to run the library properly. Library authority and librarian must clearly understand the nature and needs of a library so that enough finance is provided to ensure proper library services to clientele.

The governing authority of the university is responsible for providing adequate library funds, The university librarian for administering the effectively. From the viewpoint of financial administration, librarian is concerned with establishing and maintaining satisfactory relations with the officials responsible for academic, financial, and business affairs. The source of library funds, preparation, presentation and administration of the budget, and with business procedures in general.

This chapter will describe four major aspects of financial administration of the university Library.

1. Business functions and relationships,
2. Sources of income,
3. Budgetary procedures, and
4. Accounting and financial reporting.

1. BUSINESS FUNCTIONS AND
RELATIONSHIP :

There is no centralized business office in Jahangirnagar University. Librarian of this university with the help of some assistants shoulders the responsibility of handling the many of the business activities. Planning and development office only assists in getting import licence and opening L/C with the foreign suppliers and obtaining Unesco Coupons. All other business activities are under taken by the Librarian. The following business functions are performed by the Jahangirnagar University Library :

1. Book keeping,
2. Purchasing,
3. Paying bills,
4. Obtaining documents,
5. Collecting fines,
6. Receiving deposits, and
7. Evaluating for insurance.

Jahangirnagar University Library made expenditures for imports of books and journals and local purchase from its inception. In the year 1983-84 the local book was purchased about 215285.22 Taka and foreign books and journals were purchased in exchange of Unesco coupons about 228082.75 Taka.

2. SOURCE OF INCOME :

Library funds may come from the government, the university endowments, grants from agencies, other than the government gifts, and miscellaneous fees. university libraries, in varying degrees, receive their income from five principal sources :

1. Funds allocated from the university budget.
2. Endowment income.
3. Gifts.
4. Fees.
5. Miscellaneous sources including fines, sale of publications and duplicates, photographic works, the sale of catalogue cards, charges for lending or rental services and in some instances, government funds.

University Funds :

University funds however, acquired are usually the largest single source of income for the library. Jahan-girnagar University Library does not get the fund directly from the government usually. Library fund is allocated by the university.

Endowment :

In foreign university libraries endowments are source

of income and current income from them is used for a variety of purposes — including library development. But there is no such endowments available in Jahangirnagar University Library and as such question of benefit from this sources does not arise.

Grants :

Grants may come from a variety of sources outside the university of the government. Private foundations and individuals international agencies such as Unesco etc. Jahangirnagar University Library is not awarded grant by the such agencies.

Gifts :

Gifts like grants may come from various sources. Jahangirnagar University Library get a lot of gifts from Asia Foundation.

Miscellaneous sources :

A relatively small portion of income may be derived from fines, sale of publications, duplicates, rental services, and photographic works etc. Jahangirnagar University Library gets only fines from the students

for issuing duplicate library card in case the original one is lost.

3. BUDGETARY PROCEDURE :

The University Budget :

A budget is a financial statement of the estimated revenues and expenditures of an institution for a definite period of time. In the hands of a competent administrator the budget can be an excellent instrument of planning and financial control.

Ordinarily, the budget can be considered from several points view. Two of these may be emphasized here :

1. The total amount of revenue to the expended and
2. the distribution of funds within the total budget.

Although Vice-Chancellor of the university is in direct control of the preparation of the budget, the offices and departmental heads are responsible for preliminary estimates for their units. The financial officer usually furnishes the departmental heads with forms upon which to submit there estimates.

The Jahangirnagar University Library budget is a centralized one. Recurring budget is prepared by the

Planning and development office and these two budgets are placed to the competent authority for approval. Account office and planning and development office make request to the departmental heads to submit their requirements for inclusion in the centralized budget upon which departmental heads submit their estimates to them.

Library Budget :

Like other administrator, the university librarian is required to submit an annual budget in accordance with procedures established by the university. Budget preparation should be scheduled sufficiently in advance, of the date of submission to provide ample time for consultation and planning. The university librarian can then play his new years programme with some assurance. Librarian should consult with the Vice - Chancellor regarding his budget estimates ahead and after convincing him the librarian should prepare the budget estimates so that it may be approved easily.

There three ways in which the librarian can prepare budgetary estimates :

- a. By comparison with past expenditures,
- b. By budgeting in accordance with the work programme
- c. By using arbitrary standards and norms.

Library of Jahangirnagar University follows mainly comparison with the past expenditures and partially budgeting in accordance with work programme. The Librarian is aware of the past situation and relative value that has been placed on library service by the university because past experience indicates this consequently, librarian proposes a budget which takes into consideration last year's expenditures, the appropriation for the current year and the estimated expenditures for the next year. Moreover the budget is formulated on the basis of the library's needs in terms of service to be offered and work to be accomplished.

Librarian submits budget estimates to the accounts office for local purchase of books and journals and other contingencies. He also submits proposal to include in the budget for creation of posts of library officers and staffs. Development budget estimates for import of books and journals and library equipments is submitted by him to the planning and development office for inclusion in the university development budget. Estimates for furniture and building are submitted to the engineering office. The Librarian clearly states in the budget request the purposes for which funds are requested and explains why additional funds

are required in certain categories and also makes justification for creation of new posts.

Librarian submits estimates for books and journals. After the budget is approved, library committee distributes the fund to the teaching departments and requests them to furnish lists of books and journals to the librarian for taking necessary action at this end.

A comparative statement of development budget of the university and library is as follows:

Year	University Budget		Year	Library Budget	
1973-74	40	Lacs Taka	1975	1.40	Lac Taka
1974-75	45	" "			
1975-76	50	" "			
1976-77	55	" "			
1977-78	75	" "			
1978-79	110	" "			
1979-80	140	" "	1980	5.28	" "
1980-81	200	" "	1981	6.19	" "
1981-82	250	" "			
1982-83	308	" "	1983	6.77	" "
1983-84	360	" "	1984	7.25	" "

4. ACCOUNTING AND FINANCIAL REPORTING :

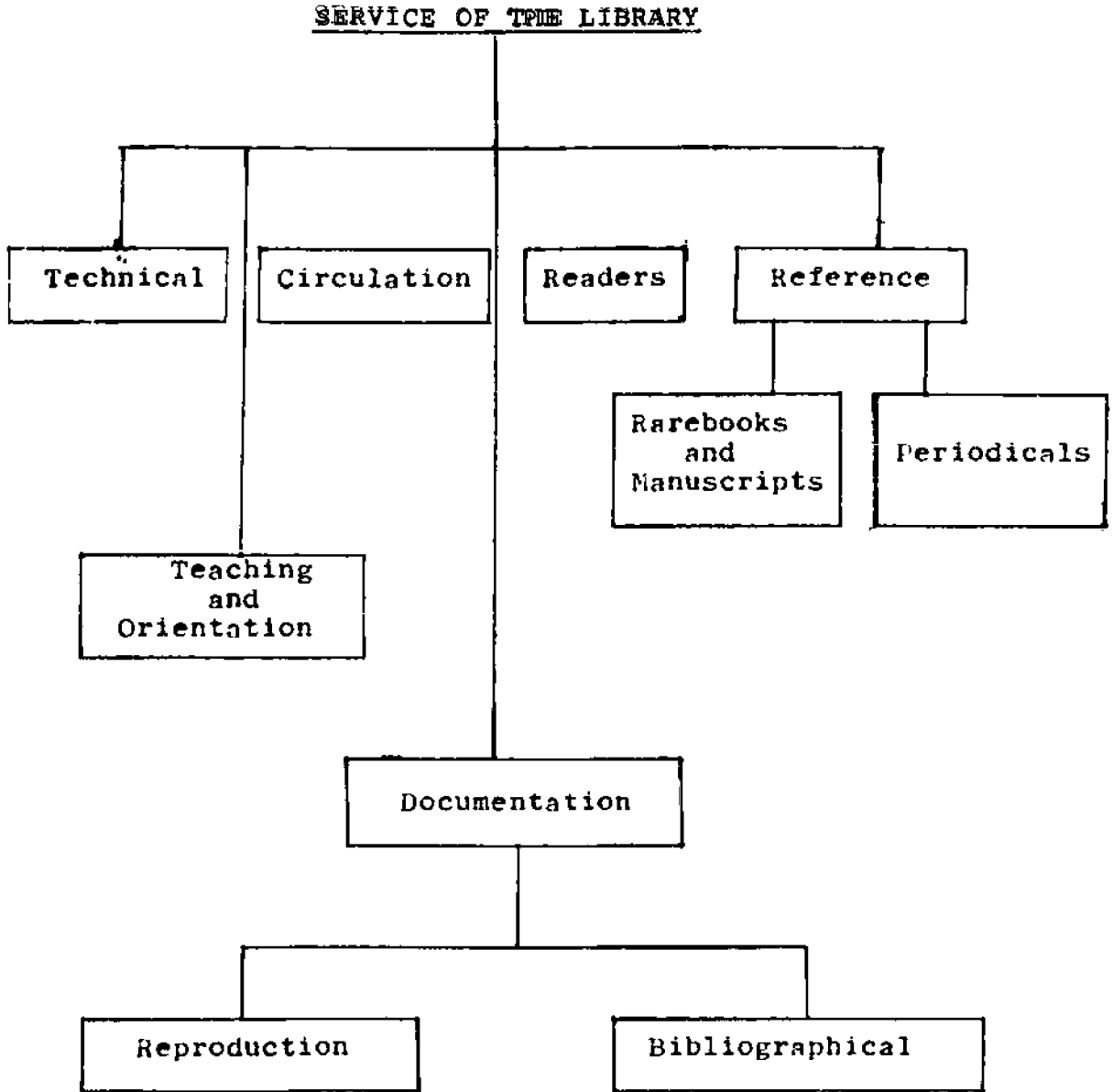
The Jahangirnagar University Library maintains all necessary accounts books for purchases of books and journals and other library supplies and an annual report of the library is prepared. These books contain budget allocation and appropriation of funds and other relevant accounts.

Reference :

1. Annual Report: Jahangirnagar University 1982-83.
p.82.
2. Jahangirnagar University Annual Report 1983-84.
p.101.

Chapter VIII
Service of the Library

- 1 Technical Service
- 2 Circulation Service
- 3 Reader Service
- 4 Reference Service
- 5 Teaching and Orientation
- 6 Documentation



CHAPTER VIII

SERVICE OF THE LIBRARY :

There are various types of works includes in this service. Such as Technical Service, Circulation Service, Readers Service, Reference Service, Rare book, Journal, Teaching and Orientation Service, Interlibrary lending System, Documentation Service, Reproduction, Translation, and Bibliographical Service.

1. TECHNICAL SERVICES :

Generally it is found that a separate department known as technical department or processing department is established in all libraries. The activities of cataloguing department require the preparation of necessary records for public and staff use. The catalogue department prepares and maintains the records which reveal the holdings of the library. The major operations involved in the preparation of records consists of descriptive cataloguing and classifying, subject cataloguing and classification. Most catalogue departments combine the cataloguing and classification operations. The classification is directed toward an orderly arrangement within subject groups

of books on the shelves. Classification and subject cataloguing represent efforts to show the contents of the library's holdings. Descriptive cataloguing refers to the making of card entries which provide bibliographical information regarding titles of various kinds.

The cataloguing department ordinarily has the responsibility for cataloguing and classifying books, periodicals, newspapers, pamphlets, and other special materials, such as news clippings, documents, manuscripts, films, recordings, musics, etc. Apart from the accessioning, taking inventory, compiling lists of new acquisitions, making reports etc, may be the part of its work.

In the Jahangirnagar University Library all catalogues are maintained in 3"x 5" cards, and displayed at respective places. Public catalogue cabinets are placed at the students reading room, shelf list and official catalogue cabinet is also placed at their respective areas. The Jahangirnagar University Library follows the 19th edition of Dewey Decimal Classification Scheme and they also follow the Cutter marks in their catalogue card.

The university librarian is responsible for organizing and administering the catalogue department so as to coordinate its activities with those of related technical

services. The librarian must decide the objectives of the department, select the system and the cataloguing codes which are appropriate to its works.

2. CIRCULATION DEPARTMENT :

The circulation department is a major unit of the public service of the library. In the university library the lending of materials to readers is carried on by the central loan desk, the reserve department. The departmental libraries, the periodical department and other units of the system. In the traditional types of library, with a large central stack, the loans is made through the central circulation department.

Under the general supervision of the university librarian, the head of the circulation service or department organizes or supervises activities which may include identifying prospective borrowers, the circulation process, searching for missing books, assisting readers in the use of the library catalogues, assisting students in the selection of books and other activities.

The qualifications necessary for the circulation Librarian, are similar to those required of other departmen-

tal heads. In addition to knowledge of books, reference works and library organization, he should be acquainted with the special procedures, problems, and modern equipment of circulation operations.

Circulation department of Jahangirnagar University Library is manned by an assistant Librarian having professional qualifications with some assistants. Faculty members and students are pleasantly dealt with by them.

The Jahangirnagar University Library issued a Library card to faculty member after having received his appointment letter on presentation of which books are issued to him for home use. Library cards are issued to students on production of receipt of payment of library caution money. An attested photo of the borrower is affixed at the card. If the original card is lost a duplicate card is issued after depositing Taka 4.00 as fine. For using the library this card is required to be presented at the circulation desk. After the examination is over the students return the library card and get the caution money back from the university.

Borrowing Procedures:

In closed shelf library, he/she must consult the library catalogue to select his books and present a call slip

for the item he/she wishes to borrow. The borrowing procedure of Jahangirnagar University Library is almost all the same of the other university library. This is a closed shelf library. The reader is to consult the library catalogue kept attached to the loan desk to select his books. The faculty members and officers of the university and syndicate members entitled to borrow books for home reading. Faculty members are allowed to enter in to the book stacks, but students are not permitted to enter in to the book stacks. Except on very special case. The faculty members usually consult the library catalogue and then go to book stack required by them personally or hand over a call slip to the stack attendant to search out books demanded by them. After obtaining books they go to the issue counter and the issuing staff checks the books whether it is a single copy or not. The issuing staff fills up the book card and date due slip or gives stamp on book card and date due slip, then issues a gate pass containing the number of books issued with accession number. The borrower is to sign on the card quoting his membership number

The student after entering into the circulation department, consult the library catalogue to select his books and presents a printed call slip duly filled in the author, title call number, his name and particulars for the book he/she wish to borrow. The borrower presents the call slip at the loan desk from where it is sent to an attendant who rema-

ins in the confined room attached to circulation department and if the book requisitioned is found in the confined rooms he sends it to the loan desk from where it is given to the borrower in question. If the book is not found the call slip is sent to the reader.

A book is issued for a month for teachers and other staff, but for the students it is issued only for fifteen days. After expire of the time the borrower is required to return the book and if it is essential for study he is to present it at the loan desk and get it renewed for a further period if it is not reserved by the another borrower in the meantime.

After expire of limited time, if the book is not returned, fine is acquitted as per established rule. Clearance certificates are required to be issued to the borrowers when they leave the university. Before issuing it the circulation assistant must ascertain whether the borrower owes to the library i.e. all books issued to him are duly returned or not; after he is satisfied that he owes nothing a clearance certificate is issued.

3. READER SERVICE :

"The basic test of the quality of any university is its ability to get into the hands of the reader the books

he own when he wants it."

Dixixs principles has two corollaries which are particularly relevant to readers services :

- a. Library materials should be highly accessible and easily available for use by all members of the university community, and
- b. assistance in the location of materials and in the use of the library for information and research should also be available.

There are two areas in readers' services and facilities which should be made available to readers :

- a. the reference service, and
- b. the circulation service.

The importance of readers' services in a library needs no emphasis because it is the readers for whom a library is established, and it is these services for which readrs visit the library.

4. REFERENCE SERVICE :

The term reference service in libraries possibly may be described by analysing the activities performed by the members of the reference department for the benifit of the

students, faculty members and other clients of the library. Reference section is the hub of all activities of a library. Reference activities are two fold nature :

- i. Assistance to students and faculty members in becoming acquainted with the scope and character of libraries and publications, and
- ii. instruction of the clientele is the most effective methods of using library materials and faculties.

The university libraries reference service may be provided by :

1. a central reference department in a general library building,
2. central reference department plus several divisional libraries or
3. decentralized departments either within the central building or in separate departmental libraries on or off campus. The predominant type of organization is the central reference service aided by special reading rooms and departmental libraries.

Reference department of the Jahangirnagar University Library is a centralized one. The reference department is situated at the ground floor of the three storied library building, adjacent of the reading room. There is no reference librarian at all. reference department of Jahangirnagra University Library is managed by an assistant lib-

rarian having professional qualifications with some aids. Obviously the reference department is poor in respect of personnel.

The reference department may assist research by building appropriate collections of bibliographies, index abstracts, translations and etc. compiling special bibliographies, conducting literature searches for individual researchers, borrowing from other libraries, purchasing photocopy and reprints of articles and books. Documentation service as an integral part of research service should be provided if possible.

The Jahangirnagar University Library has not been provided with adequate funds for acquisitioning research materials which are very costly. The fund provided for library can not cope with the demand; and even it is not sufficient to acquire textbooks according to need. Hence, only the most urgently needed research materials have been purchased. There are ten cabinets for the researcher in the 2nd floor of the library building. Which are furnished with an almira a table and a chair. The particular researcher only use the room. There are two keys, one for researcher and one for library authority.

The Jahangirnagar University Library has built up its reference collections with dictionaries, encyclopaedias,

year books, indexes, abstracts, calenders, bibliographies, atlases, and other related materials. In addition to these reprints, photocopies, government publications and other allied research materials are obtained; and files of ephemera is maintained in a vertical file.

RARE BOOKS AND MANUSCRIPTS :

Manuscripts and rare books constitute the reference collections. There are very important for reference work as well as research purposes. This sort of materials play a very important role in helping the researchers. The reference department has acquired a considerable amount of manuscripts and rare books through purchases and gifts. The old collections of Dr. Anamul Haque donated a rich contribution to the research workers. The collection preserved in a different almiras.

PERIODICALS :

Journals, periodicals or serials are most important materials for research works. The advancement of science is published in the periodicals and when the same is published in the book form the importance is deminished. Obviously, all periodicals, especially scientific periodicals must be purchased in order to promote the research

works of the university. Sufficient fund is required to be allotted for procurement of periodicals as scientific journals are very costly.

At the initial stage of the Jahangirnagar university Library periodicals could not be procured according to the necessity of the researchers. After having UNESCO Coupons journals are subscribed to a considerable amount. During the year 1984-85 about 98 foreign journals and 15 local journals have been subscribed.

5. TEACHING AND ORIENTATION :

In this library there is no orientation system for new commers. But it is very much important for the new students. Because the new students have a very little knowledge about the library and library uses. They have no idea about the cataloguing and classificaton system.

6. DOCUMENTATION SYSTEM :

There is no such documentation system in this library. But one of the documentation service is available i,e. the reproduction srevice. There is a xerox machine inside the

Assistant Librarians room. The teachers and the students take the advantage to copy their urgent papers in a very cheap rate.

Chapter IX

Building the Collection

- 1 Building The Collection
2. Acquisition Programme and Policy
- 3 Selection Procedure
- 4 Library Collection
- 5 Book Selection Apparatus
- 6 Purchase

CHAPTER IX

BUILDING THE COLLECTION :

1. Building the Collection:

To be effective, library must provide books and other library materials that are appropriate to the teaching and research requirements of the university. The principle of selection should be planned in accordance with well defined policies and procedures. The University Librarian and his professional staff are responsible for selection. Indeed, of all their responsibilities this is the greatest- to see that as far as their resources allow the right books and periodicals are being added to the library.

It is essential that adequate funds to be provided and that restrictions on imports and currency and the cumbersome procedures are removed or modified. These are crucial obstacles to library development. These were categorically discussed in the South Asia Regional Seminar on library development, in October 1960. Acquisition of foreign materials, serious concern was felt about the obstacles which delay or impede the importation of books and journals from foreign countries; the most important of these are :

- a. Faulty book selection due to failure of libraries to possess and use bibliographies;
- b. Foreign exchange restrictions which prevent many libraries from ordering books from foreign suppliers;
- c. Procedural difficulties involved in import licences, customs clearance and remittance of payment for materials received;
- d. The lack of sufficient funds on the part of the libraries.

To remedy the situation, there should be simplification of procedures; including customs regulations and remittance of money for import of reading materials, particularly periodicals and microfilm. Government concerned should consider granting open general licences to libraries and educational institutions, the amount of exchange to be released to be based on the amount provided in the book budgets of such institutions.²

2. Acquisition Programme and Policy :

The acquisition of library materials is obviously one of the most important activities of the University Library. To acquire most effectively the books and other materials needed for the teaching and research purposes of the faculty and students in a university demands careful consideration of the factors of library organization, personnel, purchasing, finance and records.

The library should have a well planned acquisition programme. The programme is the plan for carrying out the objectives of the library with respect to the development of collection. It should be a long range plan, flexible in nature and subject to provide review and revision. It should have the approval and support of the university authorities and provide budget support accordingly. Fussler³ has observed that all libraries have acquisition policies.

The Librarian is held responsible for seeing that a well-coordinated, systematic plan of selection is established and maintained, but responsibility, for the actual selection of materials is generally, divided between him and the library staff, on the one hand, and the faculty on the other. The library committee or board also shares part of the responsibility. The book selection programme of the university library is not confined to the librarian, the faculty, members of the staff, but to others also who are connected with the library.

3. Selection Procedure :

Book selection is, indeed a very responsible job."Such knowledge of books as will make it possible to select them intelligently and use them to the best advantage of the individual reader and the community, is necessary to every

librarian and to any worker with books who deals with the reading public. Intelligent book selection for library use is based on definite principles and carried on with the tools planned for the purpose."⁴

Book selection procedures differ from library to library due to peculiar circumstances of each library. The financial resources, number and nature of reader, scope of research fields and future programme of teaching and research determine the selection procedures of a university library.

4. The Library Collection :

The library collection should consist^s of a well-selected stock of general materials. Book, periodicals, government publications, newspapers, pamphlets^h etc. and special materials, such as microfilms, dissertations, manuscripts, maps, gramophone records, tapes, photographs, charts, etc. suitable identified and organized for effective use. The collection should satisfy all curricular needs of both graduate and undergraduate students and enable the faculty to keep abreast of new developments in their fields of interest.

The collections are two categories : 1. Reference collection, 2. General collection. The reference collection is an epitome of the world's knowledge; and it provides the means of identifying and locating of authori-

tative sources of knowledge outside the university.

In addition to serving the needs of the university community it is an extremely valuable tool for book selection and order work.⁵

5. Book Selection Apparatus :

Book selection tools are the basis of book collections without having a good number of selection apparatus demanded books and other materials can not be obtained. All possible source materials such as : book trade list, should be acquired. A large number and variety of publications are available for the purpose.

The acquisition policy and the selection policy of books and other materials adopted in the Jahangirnagar University Library are discuss here in after. Since there is no order Librarian or Assistant Librarian in charge of acquisition. The Librarian himself controls and supervises the acquisition books and other materials with three assistants. One senior assistant looks after local purchases and other senior assistant undertake the works of import of books, journals, equipments and other materials. Assistant Librarian of circulation and reference services assist the Librarian in making policies. Since there is no Assistant Librarian for acquisition

section Librarian is overloaded with works.

Book selection is made by the chairman of the department or a committee consisting of teachers of that department which is constituted by the Chairman, Librarian and his acquisition staff, and the Assistant Librarian for reference services help them in making available book selection tools and checking the wanted materials. Librarian uses to send his acquisition assistant to the department for consultation concerning selection when traders visits are received. Departmental Chairman select books and journals or other materials required by the faculty and then , send the order form duly filled in or a list to the Librarian for taking necessary action at their end. Checking of the materials requisitioned by the department is not undertaken because of the fact that the books requisitioned are to be procured in to as a matter of practise. Acquisition assistant only looks whether the name and place of publishers, name of title and bibliographical descriptions are correctly written in order to place under with the dealers. Librarian selects only the general reference materials such as: Dictionary selection apparatus, professional books on library science etc. The acquisition policy depends on the financial resources. The fund provided by the university authority is not sufficient to meet the needs of the faculty and readers. No fund is placed with the Librarian to make

purchase of books independently as and when required i.e. to meet the unusual demands of the faculty. Provision for fund made in the budget is allocated to the teaching department by the library committee.

There are many obstacles on import and foreign exchange allocation and there are procedural difficulties involved in licence and custom clearance. Import licence is not timely issued, and when licence is received, some times foreign exchange is not provided by the government in some cases.

Customs authority raises many restrictions in clearance of books. It was very difficult to convince them that these are required by the department as text and reference materials. For these reason acquisition policy faces hindrance for which books can not be procured at time of necessity. As such, Government policies concerning issue of import licence and furnishing foreign exchange should be modified; and custom authority should be lenient in respect of educational books so that no clearance difficulty is faced by the university.

ACQUISITION OF LIBRARY MATERIALS

"Library materials are usually acquired by purchases, by gift, by exchange and in countries which designate the university library as a depository under a publications

or copyright law by deposit. Regardless of the method of acquisition, all library materials, except perhaps those received as deposits, should be appropriate materials even if free, are ultimately expensive. Like purchase, they required clerical work in the order department, cataloguing and processing and shelf space. The library should therefore apply to the selection of materials in the gift and exchange categories the same criteria as it employs for purchases. Acquisition of deposits should be on a selective basis in accordance with the same criteria unless the library is designated as the national library. In this case, of course, it should acquired every thing that is published in the country."⁶

The Jahangirnagar University Library acquires materials, by purchase, by gift, and by exchange. Purchase and gifts are the main sources of acquisition.

6. PURCHASES :

For domestic publications, the library may buy directly from publishers, from dealers, or jobbers, local book sellers, or subscription agents depending upon the state of the publishing and book trade in the particular country. It

is economical to buy through dealers than many publishers.

The Jahangirnagar university Library makes purchases of domestic publications usually from the book dealers. Publisher also supply which are not available with the dealers. Librarian usually obtains quotation from the book dealers and accepts the quotation which is found generally lowest. AS a ^{dealer} can not supply all publications piecemeal quotations of more than one dealer are considered for acceptance irrespective of discount in order to ensure regular supply. Local magazines and newspapers are received through the subscription agents and subscriptions to magazines are paid in advance as a matter of practise.

7. NUMBER OF LOCAL JOURNAL SUBSCRIPTION :

There are no daily journals ~~w~~e subscribe in the Jahangirnagar University Library.

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Chapter X Staff

- 1 Selection of Staff
- 2 Nature and Size of Staff
- 3 Professional Training
- 4 Academic Status For Professional Staff
- 5 Promotion.

CHAPTER X

STAFF

The development of University Library requires above all the intellectual and professional services of men and women who have been trained for precisely, such purposes - expert Librarians. Unfortunately, there is a great shortage of well trained Librarians in developing countries; it is quite severe in some highly developed countries all well. Consequently, it is in part a manpower problem for Universities and Governments to solve and one for the Library profession alone. University and Government, individually and jointly, can set standards create conditions to encourage highly qualified graduates to enter the Library profession.

Problems of personnel management in University Libraries are many and complex. With the growing recognition that University Librarianship, requires trained individuals, the past tendency of administrative boards and officers to appoint unqualified persons to Library posts is fast diminishing. There are planned programmes, for the recruitment, orien-

tation, and some of the larger University Library have established personnel officers.

A considerable change in the nature of Library Staff, as well as progressive growth in their size in revealed. In order to meet the demand made upon the University Library by increased book collections, by greater numbers of students and faculty members and by additional services, the employment of large and varied staffs, many of whose members are specialists, limited fields of Librarianship and Scholarship, has been required. Different types of workers usually are employed in the operation of the University Library generally, they are of two types - (1) Professional workers and (2) Nonprofessional or clerical and others.

1. SELECTION OF STAFF :

The selection of highly qualified University Librarian is one of the most important decisions the Vice-Chancellor/President of the University has to make. The University should, therefore, make an appointment, only after it is satisfied that the candidate, is eminently capable of performing the complex, role to which he will be assigned.

The Librarian of the Jahangirnagar University Library has higher academic and professional qualifications. He is an M.A. in Library Science. He has all qualities that a University Librarian should possess. The assistant Librarians have their professional qualifications. Deputy Librarian and Second Officers (Cataloguers) have professional qualifications. Nonprofessional staff members have been selected according to qualifications and fitnesses for the posts. But Library highly lacks in professional staff members.

2. NATURE AND SIZE OF STAFF :

The nature and size of the staff will be affected by such factors as the numbers of students and faculties, and other clientele the Library may be expected, to serve, the size and design of the Library collections, the number of the department, faculty and institute Libraries under the control of the main Library, the teaching methods of the faculty and the number of hours during which the Library is open for service.

The table makes no provision for clerical,

technical, custodial and other nonprofessional staff, presumably, such provisions exist.

American Library Association (ALA) published a comprehensive, set of classification and pay plans for Libraries in 1943 designed for the guidance of small and medium sized Libraries . The second edition of the plans issued in 1947.

The nature and size of staff of the Jahangirnagar University Library is far from the ratio recommended by the aforesaid experts. The administration of this Library is bottom heavy though top heavy administration, is desirable in the Library. This Library started functioning in the month of December of 1970 with the following staff with enrolment of 150 students and 16 faculty members of four departments. An assistant Librarian with other nine employees of different cadres was appointed for the running of the Library.

Assistant Librarian	1
Cataloguer	1
L.D. Assistant	2
Typist	1
Book binder	1
Sorter	2
Sweeper	1

With the opening of new department and increase in enrolment the number of staff was not increased proportionately. The role strength of students and member of faculty members of departments and two institutes as on 30.6.85 are appended below:

Students - 1500

Teachers - 150

The staff strength of this Library is as follows on 30.6.85.

DESIGNATION	NO. OF POST	QUALIFICATION REQUIREMENT	QUALIFICATION POSSESSED
Librarian	1	M.A.(Arts or Science) M.A. in Lib. Science.from foreign Uni- versity.	M.A.in Social Science. M.A.in Lib. Science.from USA.
Deputy Librarian	1	M.A.in Lib. Science	M.A.in Lib. Science.
Assistant Librarian	2	M.A.in Lib. Science.	M.A.in Lib. Science.
Dy.Asstt. Librarian	2	M.A.in Lib. Science	M.A.in Lib. Science.
Bibliographer	1		
Jt. Cataloguer	2		
Stack Supervisor	1		
Steno-typist	1		
U.D.A.	3		
L.D.A.	2		

DESIGNATION	NO. OF POST	QUALIFICATION REQUIRMENT	QUALIFICATION POSSESSED
Book binder	3		
Sorter	6		
Peon	5		
Lib. Bearer	3		
Gaurd	5		
Cleaner	3		
Sweeper	3		

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Out of 43 Library personnel, there are only 9 professional staff members in the Library including, the Librarian. Obviously, nonprofessional staffs are more than the ratio, the Library has to manage its services with the non-professional staff. Professional staff should be provided according to requirement for better Library services and efficient management.

3. PROFESSIONAL TRAINING :

The effective administration of a University Library calls for the steady application of experience and training to academic and technical problems. The well taught librarian's professional objectives are

are similar to those of other learned professionals, that is to transmit or apply the knowledge he has acquired and to advance the knowledge of his field. Training for the Chief Librarian of a university obviously should be extensive and specialized. The doctorate in librarianship is increasingly demanded, The reasons for which should be apparent to presidents, and faculty members who are cognizant of the complexities of modern university library administration. Assistant Librarians, departmental heads, Cataloguers and other staff members who are engaged on professional library works should be considered for professional training.

The Librarian of Jahangirnagar University Library has a master degree in Social Science and M.S. in Library Science from foreign University. And the Section Officers have their professional qualifications, but they have not been awarded any scholarship for higher training.

4. ACADEMIC STATUS FOR PROFESSIONAL STAFF :

"Academic status implies formal recognition of

professional librarians as members of the instructional and research staff in the form of assigned, or equivalent faculty ranks and titles along with comparable salaries and privileges.⁶ The lack of such recognition is one of the obstacles to recruiting a competent library staff. This was a major conclusion of the university section of the regional seminar suggested that University authority adopt the schedule shown in tables.²

DESCRIPTION OF STAFF MEMBER	NATURE OF DUTIES	EQUIVALENT FACULTY POST AND ENJOING SCALE
Librarian	Supervisory	University Prof.
Deputy Librarian	Senior professional	University Reader
Asstt. Librarian	Junior Professional	University Lecturer
Senior Library Asstt. in any Section	Professional Asstt.	Assistany Lecturer
Technical Assistant	Do	Do

In the Jahangirnagar University Library only the Librarian has given the academic status equivalent to university professor. None of the other professional library staff have been given the academic status and equivalent salary.

5. PROMOTION :

The Criterion and opportunities for promotion of librarians should be similar to those for the teaching members of the faculty. The Assistant Librarians and professional assistant should be treated in that light also.

In the Jahangirnagar University Library criterion for promotion of the professional library staff is not similar to those for the teaching staff. As a Result, professional staff can not be retained and some staff left this library for better position.

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1. Wilson and Tauber. The university library. New York, Columbia University Press, 1966. pp. 262-4.
2. Unesco Bulletin for Libraries. Regional Seminar on Library development in South Asia, Delhi. Paris, UNESCO, 1960. p.22.

Chapter **21**
*Building Equipment and
Furniture*

- 1 *Building Equipment and
Furniture*
- 2 *Equipment and Furniture*
- 3 *Movable Equipment and
Furniture*

CHAPTER XI

BUILDING EQUIPMENT AND FURNITURE :

The University Library building is a complex specialized structure, the planning and equipping of which require a thorough understanding of library functions and requirements. Its designs must be directly related to its present activities, yet be flexible and adaptable to future changes in the requirements for the library service.

The successful library building is one which clearly and provides for the functions that are performed within it. It is the responsibility and privilege of the university librarian to state clearly their requirements for which his professional education and experience should fit him above all others in the university.

The Jahangirnagar University Library is housed in a three storied building. The building is in between the faculty and residential halls. The area of library is 1030 sq.ft.

A building committee was formed for planning the library building of the Jahangirnagar University Library and the Librarian is one of the members of the committee. The speci-

fications were submitted by the Librarian and the architect designed, the building as per specification.

After the building committee has completed its planning the librarian has set down in writing, for the guidance of the architect, a detailed explicit statement of requirements of the library. Recent experience, indicates that librarians are playing an increasingly important role in the preparation of the building programmes.

The preliminary plan submitted by the architect and critically examined by the librarian has been revised by the university authority and many modifications have been made as the fund does not permit owing to reduction in the budget

The students reading room is in the ground floor. In ground floor about one hundred students can read at time. The floor is completely covered with carpet and modern furniture is there. The students reading room, teachers reading room, periodical section, reference section is in the ground floor of this building. In this building there are two entrance, one is in and other is out. The book stacking, research room is in the first and the second floor. There is a excess staires which is just used only by the staff and teachers.

In the ground floor general students reading room is

in the one side and other side is used for reference section, periodical section, binding section, Deputy Librarian's room.

EQUIPMENT AND FURNITURE :

Once the general layout and the different types of accommodations for books, readers and staff have been decided, the questions of equipment should receive consideration. In a building as specialized as a university library, adequate equipment is especially important, equipments should be provided according to advice of the librarian. Among the most important items which must be provided are systems of lighting, air conditioning, heating and ventilating , acoustical treatment, floor coverings, furniture and mechanical devices.

MOVEABLE EQUIPMENT AND FURNITURE :

Basic equipment and furniture may include shelving, card catalogue cabinets, tables, chairs, counters and desks, filing cabinets, exhibition cases for the public areas, office machine, work tables, files, desks, chairs, shelves, book trolley, etc for staff work room. Microfilm and microcard projectors, gramophone, tape recorders, motion picture machines, and photographic equipment for

specialized services according to need of the library.

In the Jahangirnagar University Library required furniture have been procured, but the nature and size of moveable equipments is not upto the mark. Only one plain paper copier machine have been procured. Equipment for specialized services are so few that it can not be mentioned here, wooden furniture have been selected according to need and steel shelves of standard size and specifications have been procured.

Chapter XII
Conclusion

CHAPTER XII

CONCLUSION :

The Jahangirnagar University Library should have a booklet published monthly, quarterly or annually. This booklet will contain the information of new books, journals, periodicals, etc. Purchased or collected for the library with a short discussion on the important topics or chapters of various books. This information will help the readers to select books of their particular interest. Research paper may also be collected by the library from different institutions, libraries, universities. For this a full fledged publication section, is necessary. The Library of Jahangirnagar University should take active part in this venture.

The library runs with some problems. Like the library building is far from the faculties. For that the students can not use the library when ever they want to use it. The charging desk is far from the book stacking area, so that when the students want to get their books then it takes a lot of time to issuing books. There is no system of weeding in the library so the stack area is unnecessary clumsy one. The university is a residential so daily papers are not available in the library, but it is very much important,

to keep the dailies within the library. There is only one photocop^hy machine in the library by which the students and teachers meet their emergency need. There is no system of reproduction in the library, but the library must have a reproduction section by which reader can get more and more facilities. Staffs are not sufficient in case needs. It is needless to say that it is very needed to increase the staffs and they must have technical qualifications. It is very important to preserved the annual reports systematically because the reports can serve the readers as a reference materials.

The Librarian should think an alternative way by which the time factor can be minimised. Instead of maintaining the register cyclostyled leaflet, containing all information for the charging and discharging cycle may be used and arranged according to the alphabets of the name of the borrower. Register system is clumsy and takes time to open the pages at borrowing.

However, the convenience of the users is always to be set before the case of the library staff, a devise is to be discovered by the whole procedure can be operated promptly and wich will be of less time consuming.

Chapter XIII

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