

# Strategies for Collection Development : An Experience at FIIB Library

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## Abstract

*Selection policies and practices play fundamental role in developing a strong collection. Collection development involves a number of activities by which a library acquires materials of all types by implementing the selection policy and the plans for document acquisition. Collection development is a dynamic and continuous activity. It involves the users, the library staff, and the subject experts on selection team. It is not an end in itself, but a means to develop a need-based, up-to-date, and balanced collection fit to meet the document and information needs of the users.*

*Various strategies involved in collection development at FIIB Library are:*

- 1. Analysis of the information needs of the users;*
- 2. Formulation and implementation of selection policy to suit the objectives of the library;*
- 3. Acquisition programmes to build-up a balanced collection;*
- 4. Resource sharing and its impact on collection development;*
- 5. Weeding out programmes to ensure effectiveness of collection;*
- 6. Competitive vendors profile and rational budget; and*
- 7. Collection evaluation*

*An effective library collection is a sine qua non for information, education, and scholarship. The collection building in a library is a primary activity, the rest of all being secondary as these are directed towards making the collection more accessible. The task of building-up a library collection, however, has never been easy in academic, special and public library in India. There are many constraints. It deals with the primary task of collection building, an activity of vital importance. It covers all the three facets of the problem*

- 1. Document Selection*
- 2. Ordering*

## 3. Procurement of documents

*The purpose is to assist the librarians and information scientists in the task of collection building so as to develop a need based, balanced and up-to-date collection of all types of documents fit for meet adequately the document and information needs of the users.*

*This paper mainly deals with the activities of collection development of FIIB library. It also discusses the growth of books and periodicals at FIIB library since its inception. It also highlights the user involvement in acquisitions of reading materials, allocation of budget and vendors competitiveness.*

**Keywords:** *Library Collection, Library Resources, and Reading Materials*

## Introduction

The institute strives to help improve the management system with regard to business, industry, and public services through pursuit of excellence in management education, research, consulting and training to achieve the mission of becoming a total school of management with a global presence.

The FIIB Library is backbone of the institute. In the fast globalizing world, when everything is becoming knowledge-centric, one cannot undermine the role of libraries in disseminating knowledge and information to the vast community of knowledge-seekers. The library is operating in a highly automated environment. It feels good to see that the FIIB library has flourished as one of the key resource centers of the Institute.

## Collection Development Strategy

Collection development is considered as one of the primary tasks for any library and information centre. It is a dynamic and continuous activity. In order to develop a balanced, user-oriented and active collection, a well planned and thought out system has to be evolved by the library and information managers in close association with the representatives of various

user constituencies. Such a system will not only help develop need based collection but also save money, time and space that would, otherwise, be wasted on developing irrelevant, outdated, and passive collections. Some of the strategies followed in building the library collections at FIIB Library are briefly outlined and illustrated as follows:

### **Sound Acquisition Policy**

Collection development of all forms of documents like the books, periodicals, CD-ROMs, audio-visual materials, corporate reports, rare materials, electronic databases, etc. on a well thought out, instrument in the form of an "Acquisition Policy". The policy instrument, discussing various key collection development policy issues, addresses the following concerns:

- Qualitative collection development
- Not much of year-end like pressures

- No vendor patronages
- User requisitions/recommendations based collection development.

The instrument has been designed and developed by the Institute's Library Committee, whose membership represents all user constituencies. Duly approved by the competent authority, the library follows the instrument in procuring all its reading and teaching materials.

### **Consistency**

The library has been in operation since 1995. Since its inception, the growth of the library has been even, balanced, and qualitative.

Data in Table 1, showing last five-year growth profile on books and periodicals, indicate that the library has been growing steadily in terms of its core collection, comprising books and periodicals.

**Table 1: Five-Year Growth Profile (2004:05-2008:09)**

| Year    | Books      |           |             |            | Periodical       |             |           |
|---------|------------|-----------|-------------|------------|------------------|-------------|-----------|
|         | Annual Add | Cumu. Vol | Annual Exp. | Cumu. Exp. | Title Subscribed | Annual Exp. | Cumu. Exp |
| 2004-05 | 1031       | 10461     | 4.63        | 30.0       | 98               | 1.08        | 11.2      |
| 2005-06 | 447        | 10908     | 2.25        | 32.25      | 118              | 1.23        | 12.43     |
| 2006-07 | 702        | 11610     | 3.51        | 35.76      | 131              | 1.32        | 13.75     |
| 2007-08 | 665        | 12275     | 3.65        | 39.41      | 165              | 1.45        | 15.2      |
| 2008-09 | 836        | 13111     | 4.78        | 44.19      | 191              | 1.53        | 16.73     |

Expenditure in Rs. Lakhs

### **User Involvement**

Experience shows that a library's holding are rated better (and user oriented) if most of the acquisitions are on the basis of user requisitions/recommendations.

Data in Table 2 reveal that 88.66 per cent of the total books acquired during the year 2008-09 have been acquired on the basis of direct "User Requisitions/Recommendations" and 79 per cent on the basis of "Exhibition/Approvals".

**Table 2: Book Acquisition at FIIB: 2008-09**

| Category             | Total Processed A | Total Ordered B | % age of B to A |
|----------------------|-------------------|-----------------|-----------------|
| User Recommendations | 395               | 350             | 88.66           |
| Exhibition/Approvals | 655               | 520             | 79.38           |
| <b>Total</b>         | <b>1050</b>       | <b>940</b>      | <b>89.52</b>    |

Data in Table 3, revealing the extent of 'User Involvement' in collection development show that faculty is the most predominant group contributing to the library's collection development activity. Out of a total of 833 documents, 627 documents have been requisitioned or recommended by the faculty and only 206 documents (25%) have been requisitioned/recommended by other user categories like students and other supporting staff of the institute.

Towards periodical subscription/renewal also, the library follows a unique system ensuring user involvement to the maximum possible extent. Highlighting "User Involvement" and revealing steady growth in periodicals during the last four years, Data in Table 4 confirm that the exercise is seriously carried out and not as a matter of routine ritual. Addition/deletion of titles across all competing demands is clearly visible.

**Table 3: User Involvement in Collection Development: 2008-09  
(Books, Reports, Videos etc)**

| SI No | Faculty                    | Req/Rec.   | Received   | To Receive |
|-------|----------------------------|------------|------------|------------|
| 1.    | Dr. A K Puri               | 42         | 41         | 1          |
| 2.    | Prof Vinay Auluck          | 40         | 39         | 1          |
| 3.    | Prof K M Kumar             | 35         | 34         | 1          |
| 4.    | Dr. Sridhar Panda          | 45         | 45         | 0          |
| 5.    | Prof Abhijit Roy           | 48         | 47         | 1          |
| 6.    | Prof Anjala Kalsie         | 35         | 34         | 1          |
| 7.    | Prof Anupam Bhaskar        | 32         | 32         | 0          |
| 8.    | Prof Ajay Narula           | 28         | 28         | 0          |
| 9.    | Prof S K Sood              | 30         | 29         | 1          |
| 10.   | Prof A S Rao               | 34         | 34         | 0          |
| 11.   | Prof Rachna Banerjee       | 45         | 43         | 2          |
| 12.   | Prof Mamta Sharma          | 38         | 38         | 0          |
| 13.   | Dr. Mahua Dutta            | 30         | 29         | 1          |
| 14.   | Prof R C Jhamthani         | 28         | 28         | 0          |
| 15.   | Prof Parul Singh           | 39         | 38         | 1          |
| 16.   | Dr. Sonal Tripathi         | 41         | 40         | 1          |
| 17.   | Prof Poornima Gupta        | 37         | 35         | 2          |
|       | <b>Total</b>               | <b>627</b> | <b>614</b> | <b>13</b>  |
| 18.   | Library Staff              | 81         | 76         | 5          |
| 19.   | Students and Other Members | 125        | 119        | 6          |
|       | <b>Grand total</b>         | <b>833</b> | <b>809</b> | <b>24</b>  |

**Table 4: Periodical Subscription/Renewal 2008-09**

| Group                  | 2009 Addition/Deletion |
|------------------------|------------------------|
| General                | 52(+5-5)               |
| Strategic Mgt          | 6(+1-2)                |
| Financial Mgt          | 7(+5-1)                |
| Marketing Mgt          | 11(+6-2)               |
| HRM/OB                 | 6--                    |
| IT                     | 5--                    |
| Economics              | 6(+1)                  |
| Banking                | 10(+3-2)               |
| International Business | 10(+5-5)               |
| Business Law           | 5--                    |
| Business Statistics    | 8--                    |
| Management             | 40(+5)                 |
| Accounting             | 5(+2)                  |
| Project Mgt            | 4(+1)                  |
| Business Comm          | 4(+2)                  |
| Logistics/SCM          | 9(+5-4)                |
| Operation Mgt          | 3--                    |
| <b>Total</b>           | <b>191</b>             |

### **Competitive Vendor Profile**

Library has transacted its business with 10 vendors in the year 2008-2009 for procurement of books and audio-visual materials, a healthy trend of encouraging competition. While doing so, however, care has been taken to develop the local trade. All the ten local vendors work very seriously and fulfill request in time. Library also provides textbooks to each student. Other observation is that the vendors have shown much interest to receive textbooks order.

### **Rational Budget Allocation**

Need for rational budgetary allocation assumes significance when financial resources are limited and competing demands show an increasing trend. Both these aspects were not a limitation during the initial growth phase at FIIB. However, things changed particularly since the year 2000 and need for developing a comprehensive budget allocation policy was felt. Library committee, with its membership representing all user constituencies, discussed and deliberated on the issue and came up with a policy for the purpose. The logic followed is that the allocation of budget for acquisition of new books, periodicals and e-resources is related to the number of faculty members and the number of courses (core as well as elective) taught in particular area and other academic activities in that area. The budgetary allocation is made in the beginning of each year for each area, depending

on the total budget available for acquisition of reading materials. Later, a mid-year review is done where the funds likely to remain unused (if any) in a particular area could be reallocated to other areas where requirements are likely to exceed the allocation made in the beginning of the year.

### **Conclusion**

Illustrative data, and its interpretation as given in the paper, are indicative of the fact that 'active user involvement', particularly in the area of formulating policies is the key to develop need based and user oriented collection. As collection development is a continuous and never-ending activity, a well thought out long-term policy is needed to accomplish the task of collection development systematically.

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The paper discusses the importance of collection development in libraries. Various factors have to be taken into consideration while developing a qualitative collection for the benefit of the users. These factors include policies, principles, techniques and procedures, problems associated with collection/development and weeding out as well. It is equally important to evaluate the collections to assess its use and moreover the usefulness of collection development in electronic environment. Authors conclude that, library professionals need to take utmost care in developing a balanced collection, Collection Development Policies & Strategies. We are dedicated to building and stewarding collections that have the greatest impact on research, teaching, and learning at Columbia. Our collection choices and long-term stewardship plans are made with regard to the advancement of the mission and goals of Columbia University. Our collections are dynamic, responsive, and purposefully developed to realize the value of collections that have defined our strengths in the past as well as resources that have been traditionally overlooked. [Click here for a PDF of Columbia University Libraries' Collection Development Policies and Strategies.](#) Goals of Collection Development Policies & Strategies. Collection development is the older term. [Collection development also became popular in public libraries, where selection had been largely in the hands of libraries for several decades, in special libraries, and in smaller academic institutions where the transfer of selection responsibility from teachers and researchers to librarians was less pronounced than in the larger United States universities \(see Osburn 1990, p.5\). Selection by librarians also became popular in Australian universities, though academic staff continued to play a major role in selection at most of them.](#) When the American Library Association (ALA) published the ALA glossary of library and information science in 1983