

COLLECTION DEVELOPMENT

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Abstract

The purpose of this report is to provide an overview on Collection Development in the Library & its meaning, purpose, process, techniques and evaluation.

Keyword: Library collection , Collection Development.

1.COLLECTION DEVELOPMENT

Before know about the collection development it is compulsory to know what is library collection meant for?

2.LIBRARY COLLECTION

“Library collection is a sum of library materials books, manuscripts, serials, pamphlets, reports, recording, microfilm, resources and online resources etc. that make up the holdings of a particular library”

Collection development means acquiring the library materials to meet the requirements and needs of the users not only at right time even in economical manner as well.

Role of Collection Development includes creating guidelines while selecting materials, lost items, identifying materials no longer be in the collection, planning for future collections etc.

3.PURPOSE OF COLLECTION DEVELOPMENT

The purpose of collection development policy is to provide guidelines for the growth of library collection in terms of print, non print, audio-visual collection.

- Selecting best and required documents for readers.

- Providing updated documents to the users according to their needs.
- Periodic reviewing to un-useful and old documents for withdrawal into stock.
- Spending money only on useful reading materials according to systematic plan.
- To plan long and short terms planning regarding fiscal policy.

4.PROCESSES OF COLLECTION DEVELOPMENT

- Decide objectives of collection development.
- Analysis the information needs of the users
- Make a selection committee.
- Select reading materials according to different criteria and features.
- Take a sanction of selected reading materials from library authority.
- Select the vendor for ordering, delivery and receiving process.
- Coordinate selected reading materials with available budget.
- Acquisition section to build up a balance collection..
- Receive and check ordered material.
- Replace damage reading material.
- Reminder to distributor or vendor.
- Physical process of reading materials.
- Shelving of reading materials.
- Weeding out the old materials.

5.TECHNIQUES /METHODS OF COLLECTION DEVELOPMENT

There are many techniques /methods of collection development which are as follows:

- Institutional membership helps to built the large collection for the library.

- Deposit system is another way to develop the library collection by getting free or supplement copies of the books from govt. and national organizations.
- Gifts and donation from various authors and senior members of the library also develop the collection of the library.
- Purchasing of new materials as per the needs of the users also built the large volumes of the books in the library.

6.COMPONENTS OF COLLECTION DEVELOPMENT

The **three basic component** of collection development are as follows:

- **Acquisition:** used to acquire the books
- **Weeding:** weeds out the unnecessary material from the library.
- **Preservation:** preserve the material for the user who demands again and again.

7.CONCLUSION

The Collection development is an important [process of the library. It will depends upon the size and needs of the users of that particular library. And it will increase day by day as library considered as growing organism as per the five law of library science in terms of books, furniture and other equipment's.

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