

## ORGANISATION OF LIBRARY

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### *Abstract*

*The present paper highlights the needs of staff to introduce the organization of library and to understand what part his own job plays in achieving library objectives. Introduction training begins before new employee comes to work and includes the information he/she is given about the library and the job he/she is applying for. In this article we have discuss about different sections of library, planning of library building and work efficiency of library staff.*

*Keywords: Organizational Chart, Library Building, Strength of Staff, Staff formula in Public, Academic and Special Libraries.*



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### **Introduction**

Library is a social institution. It needs a simple and systematic organizational structure to achieve its goals and objectives. The Librarian should adopt various suitable criteria to structure necessary programmes and activities of a library. He has to describe and to apply principles, useful for creating an organizational structure and also to draw organisation charts explaining the inter-connections, inter-relations and inter-dependence among various sections/units of a library. Organizing the functions of a library, its activities relating to each function have to be divided into works and jobs and grouped and arranged to form a structure. So it is a practice to divide and group the activities of a library into desirable sections/units for getting best management results.

The most common form of organizational design is the functional structure. This divides a library into functional departments/sections/units such as-

- Acquisition Section
- Technical Section
- Processing Section
- Circulation Section
- Reference Section
- Documentation Section

- Extension Section
- Maintenance Section etc.

The public and academic libraries use the criteria 'subjects' which provides for more-in-depth reference and information services, requiring a higher degree of subject specialization on the part of the staff. In academic libraries, subject departments are usually broad in scope to include all related subjects. Some libraries also get organized on the basis of materials they do serve such as books, periodicals, micro forms, manuscripts, maps etc.

The publication department/ section of a library can be organized considering its information products such as current awareness, bulletin, indexing journals, abstracting journals etc. special libraries and documentation centers use the method 'process' or 'equipment' for organizing their printing and photographic/micrographic units. In a national library system regional libraries are organized on the basis of their geographical character.

### **Organisational Chart**

An organisation chart is a useful visual aid for including the horizontal and vertical structure of an organisation. It is a graphic presentation of organisational structure showing different positions, span of control, relationships between line and staff positions, flow of authority and responsibility, relationship with advisory committees and such others. The process of organisation and also its administration must work up to this end. This S.R. Ranganathan has formulated his famous five laws of library science just to exemplify this basic approach of library organisation at different stages of its operation. The successive stages in library organisation are as follows:

- Planning and construction of library building.
- Equipping the library building with necessary furniture.
- Selection, appointment and duties of the staff.
- Co-ordination of the work of various departments and sections.

### **Library building**

The planning of the library building is very essential. Before finalization of the library building is very essential. Before finalization of the plan by the architect, the librarian must be consulted as a specialist in the files or a statement of the requirements of library prepared by the librarian known as programming, must be taken into account. The three important steps in planning a library building, i.e. programming, preliminary planning and working

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drawings can be possible through collaboration between the architect and the librarian. According to Dr. S.R. Ranganathan a good and functional library building should be designed for open access system. It should be convenient for readers and practicable for staff. The building must distinctively look and be a library with decent exterior appearances and accommodate all internal arrangements with scope for future expansion. In designing, a modern library the following factors must be taken into consideration;

- It should be planned to accommodate some essential section such as-
  - Acquisition section
  - Technical section
  - Circulation section
  - Reference section
  - Periodical section
  - Documentation section
  - General Reading Room
  - Research Rooms
  - Special Reading Rooms
  - Browsing Room
  - Children's Wing, Auditorium or Lecture Hall
  - Exhibition or Display Hall
  - Binding Room
  - Record Room
  - Committee Hall
  - Librarian's Room
  - Staff work Rooms
  - Stock Rooms
  - Toilets etc.
- It should be planned to observe economy of operation and maintenance.
- The plan should be suited to probabilities and possibilities of growth and development in future.
- It should be planned especially for the kind of work to be done and the community to be served.

- It should be planned for any easy access to the building and comfortable use of books and other reading materials. Therefore, it should be located as centrally as possible and should be at ground floor level.
- Its reading room and stock room should have the benefit of natural ventilation and light
- Its interior decoration and arrangement should be colorful and attractive. Its exterior should have a glass front facing the road just to enable the public to see the interior of library building.

Therefore, the provision of space requirements is vital in the planning of a library building. Mainly the following four broad areas along with their allied and subarea are identified as common service areas in a library;

a) Circulation area which includes:

- Stock rooms or halls
- Charging/Discharging counter.
- Public Catalogue (s).

b) Reader activity area which covers:

- Reading room (s)
- Charging/Discharging counter.
- Public Catalogue (s).

c) Readers activity area which covers:

- Reading room (s).
- Microform reading room.
- Research cubicles/study carrels.

d) Study activity area which includes:

- Acquisition section
- Technical section
- Reference section

e) Other area which includes:

- Librarians/Senior professional's rooms.
- Space for library staff

- Seminar room
- Binding section
- Reprography section

For example

S.No.	Program	UGC Norms	No. of Students	Requirement of Space (Sq.m.)
1	Engineering/ Technology (UG&PG)	Requirement of Additional Library (Reading Room) space as per UGC	420	400
2	Engineering Technology (Diploma)	Requirement of Additional Library (Reading Room) space as per UGC	420	300
3	Applied Arts and Crafts, Hotel Management, Pharmacy and Architecture	Requirement of Library and Reading Room space as per UGC {150 sqm for applied arts and crafts (Degree Institutes) + 150 sqm for applied Arts and Crafts (Diploma and PG.)}	No. of intake students	300
4	BCA, MCA & PGDCA	Requirement of Library and Reading Room space as per UGC 100 sqm	No. of intake students	100
5	Management	Requirement of Library and Reading Room space as per UGC 100 sqm	No. of intake students	100
6	Law	Requirement of Library and Reading Room space as per BCI norms 150 sqm	No. of intake students	150
7	Education	Requirement of Library and Reading Room space as per NCTE norms 150 sqm	No. of intake students	150

(note:- 50 sqm/ per 60 students { beyond 420 intake students })

### **Inner Planning**

The interior planning of a library should be functional and it should be equipped with necessary furniture. The equipment for different sections of a library must be appropriate and held their smooth functioning. A well equipped modern library must include these following items of furniture and equipment:

Book shelves, Book trolley, chairs, tables, changing desk, staff desks, charging tray, book supporters, vertical files, Card catalogue-cabinets, type-writers, exhibition cases, guide cards, catalogue cards, borrowers cards, small book trucks, staff lockers, atlas and dictionary stand, periodicals racks, display cabinets, newspaper stands, shelf indicators.

These furniture and equipment should be convenient, comfortable and durable. These should conform to certain standard specifications. The Indian bureau standard and university grants commission have made certain standard specifications for library and fittings.

### **Staff Strength**

The strength of staff of a given library depends on the size of its collections of books, periodicals, manuscripts and other documents, scope of its service to the readers at different points, hours of opening, processing systems, the financial support, and the number of types of readers served, etc.

### **Staff Formula**

Dr. S.R. Ranganathan in his book, "Library Administration" 2<sup>nd</sup> edition has also recommended the following staff formula.

a) Formula for Total Professional Staff:

$$SB + SC + SL + SM + SP + SR + ST.$$

b) Formula for Non-Professional Skilled Staff.

$$\{3(A+20D) + 2(G+3P) + 2W(H+6) [R/50]\} / 3000 + B/3000 + (S/100).$$

c) Formula for unskilled staff.

$$SB/4 + SC/2 + SL + SM/4 + SP/2 + SR/8 + A/20000 + D/500 + B/60000 + (S/100)/4 + V/30000.$$

$$= \{37A + 2(B+120D) + 40(G+3P) + 30000(S/100) + 4V + 2W(40A + 3)(R/50)\} / 12000.$$

### **Explanation**

SB = Number of persons in book section

$SB = A / 6000 =$  Number of books accessioned in a year / 6000 SC = Number of persons in circulation section

$SC = G / 1500 =$  Number of gate-hours for a year / 1500 One gate hour = one counter gate kept open for one hour

SL = Number of persons as librarian and his deputies

$= HW/1500 =$  Number of hours library is kept open in day\* Number of working days in a year/1500

$= A/3000 =$  Number of volumes accessioned in a year/3000

SP = Number of persons in a periodicals section

$= P/500 =$  Number of periodicals currently taken/500

SR = Number of persons in reference section

$= (R/50) (W/250) =$  (Number of readers per day/50) (Number of working days in a year/250)

ST = Number of persons in technical- that is classification and cataloguing-section.

$A+40D/2000 =$  Number of volumes accessioned in a year+ 40\* Number of periodicals abstracted and indexed in a year/2000

B = Annual budget allotment in rupees

S = Number of seats for readers

A = Number of volumes accessioned in a year

D = Number of periodicals abstracted and indexed in a year

V = Number of volumes in the library

W = Number of working days in the library.

On the basis of the above staff formulas, the total strength of various categories of staff required by the different types of libraries can be assessed and the approximate expenditure can be calculated. Also Dr. Ranganathan has recommended utilizing half of the funds provided in the annual budget of a library for its staff salary.

### **Public Libraries**

S.R. Ranganathan has recommended the following staff formula for the public library.

- Book Section- One person for every 6000 volumes added in a year.
- Periodical Section- One person for every 1000 periodicals currently taken.
- Technical Section- One person for every 2000 volumes added in a year.
- Maintenance Section- One person for every 1500 volumes newly added in a year and one person for every 50000 volumes in the library.
- Publication Section- Minimum one artist.
- Administrative Section- Minimum one library accountant, one steno-typist and one correspondence clerk.
- Reference Section- One person for every 50 readers using the library in a day of the year.
- Circulation Section- One person for every 1500 hours for which one wicket gate of the library has to kept open in a year.
- Supervisory Section- One librarian and two deputy librarian in the state central library and one librarian and one deputy librarian in each city central library and district central library.
- One or more semi professionals in each city central library and district central library.

### **University and College Libraries**

The Library Committee has laid down a staff formula to determine the size of the staff for different sections of a university or college library on the following basis:

- Book Section- One person for every 6000 volumes added in a year.
- Periodical Publication Section- One person for every 500 current periodicals taken.
- Documentation Section- One person for every 1000 entries prepared in a year.
- Technical Section- One person for every 2000 volumes added in a year.
- Reference Section

### **Special Library /Documentation Centre**

According to Gopinath, the following should be the staff formula for professionals

**Book Section:** 6,000 volumes annually added.

**Periodical section:** 1,500 periodicals received.

**Technical section (classification, cataloguing, etc):** 2,000 volumes added annually.



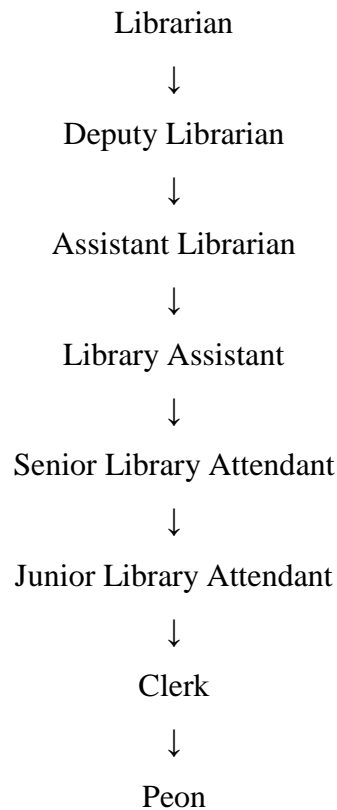
**Reference Section:**50 readers in a day.

**Circulation Section:** 1,500 hours, the circulation counter is kept open.

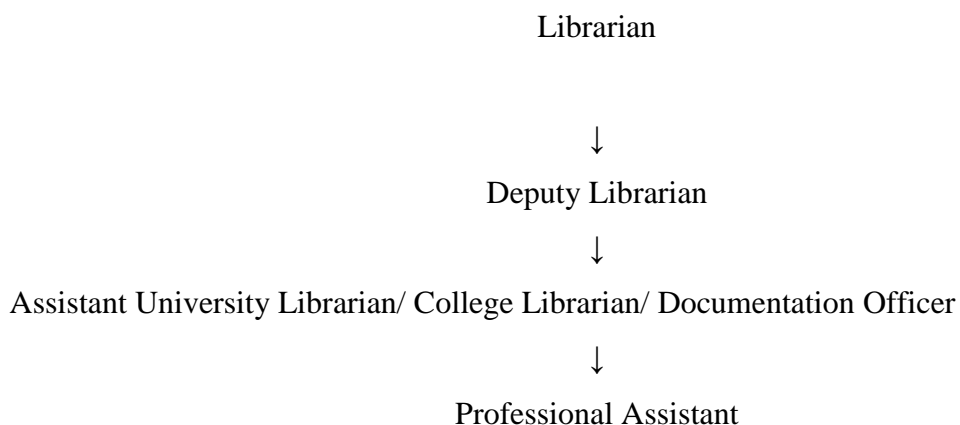
**Supervisory staff:** 1 chief librarian, and 2 heads of units”.

### **Designations of Library Staff**

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



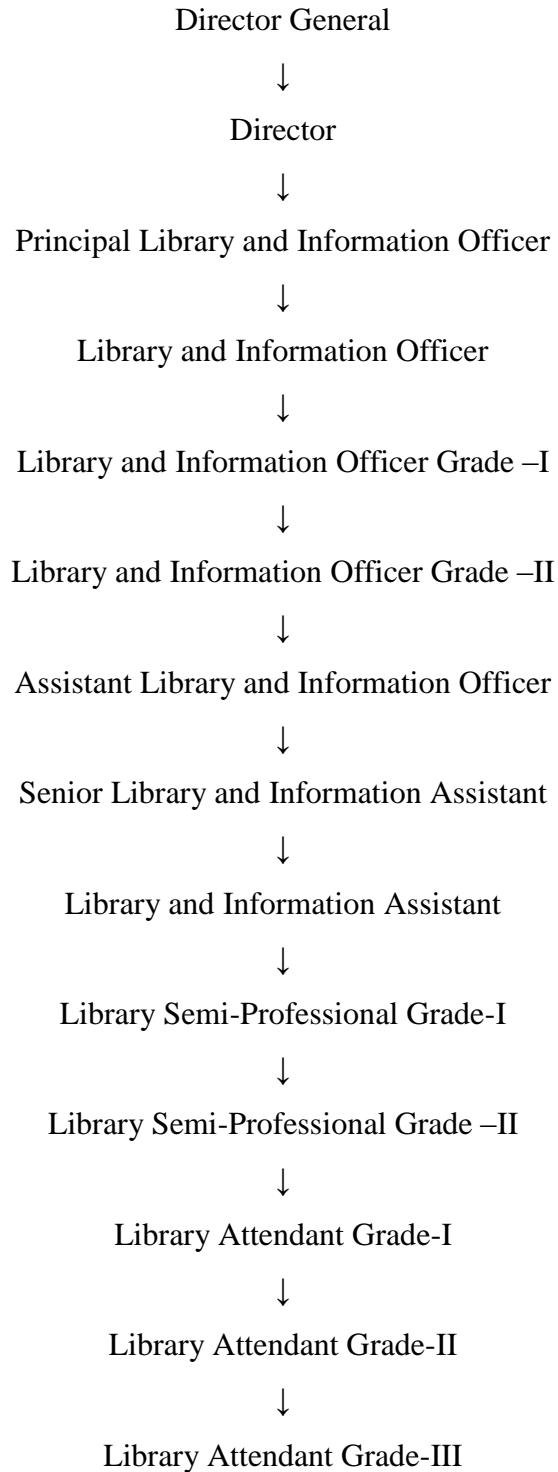
In University libraries the hierarchy of professional staff is as follows:



In scientific organisations the professional staff is designated as scientists at par with

scientists working over there.

In the government department libraries, designations as per recommendation of the fifth pay commission are in the following order.



## **Conclusion**

Library is primarily a service oriented organisation where behavior and attitude of the staff members are the most vital aspects. The training and development programme is to be offer to the professionals in a continuing and need based way so that they can easily adjust themselves with the frequent changes of technology. The skills needed to be effective in the new environment are likely to be found in an aggregation of professional talent. Adequate number of qualified library staff coupled with customer service will boost the overall customer satisfaction and confidence in using the library.

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