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Present Scenario of Thirteen Special Libraries of Greater Guwahati

Shyam Thakuria

Asst Librarian, NIRD-NERC, Guwahati

Sangeeta Roy

Librarian, Sonari College, Silchar

ABSTRACT:

A library is known as an intellectual resource centre for an academic institution and its community. It helps its members for self-development and to fulfill their curriculum requirements. It also promotes their studies and research. We all know about the different types of libraries and their functions. Special libraries are playing a special role in disseminating and promoting knowledge and rendering services to its users. A special is a recent phenomena which is as important as an academic or public library. In this paper, a study has been made to know about the present status of thirteen (13) special libraries of greater guwahati. We have discussed the overall management, services and automation aspects of these special libraries.

Keywords: Special Library, Management, Services, Automation.

1. Introduction

A special library is a term which is used for that type of library which is not academic or public library. Special libraries are mainly used for engineering, medical, law, news, museum, agriculture, non-profit etc. libraries. Special libraries have more special users/clientele than library in traditional education or public settings and deals with more specialized kinds of information. They are mainly developed in order to support the mission of their organization and their collection and services are more targeted and specific to the needs of their users/clientele.

Special libraries are 'special' in their collection, users/clientele and services. CAS and SDI services are very common in this type of library. They mainly provide pinpointed, exhaustive and expeditious services to its users. For example, in a research institutes library; a scientist may not be able to visit the library for gathering information. In such a situation, the appropriate information and not the document are supplied to the users.

Special libraries are known as information center, information resource collections or other names; typically decided by the institution they are attached to and generally having a trained librarian and staff. These libraries are highly individualistic and independent in nature. Perhaps, the closest year that has been assigned for the beginning of special libraries is 1909, the year when Special Libraries Association was also founded.

Today more and more organization is involved in research on various development issues especially in the social services and human development sector. Most of these issues are interdisciplinary in nature. Research on such areas therefore generates information. In order to manage such information and also to make more update information, special libraries and information service center have come up. Such libraries are special in nature as far as their collection, services, quarries are concerned.

Services of Special libraries:

The library and information center of the institute is closely related to the institute research and training programs. The library and information center provide customized user oriented services to assist professionals and staff of the institute and faculty members to get their information quickly accurately and comprehensively. The main services of the special libraries include:

- i). Information service
- ii). Reference service
- iii). Bibliographic service
- iv). Current Awareness Service.
- v). Newspaper Clipping Service
- vi). Document Delivery service
- vii). Indexing and abstracting service
- viii). Photocopying service.
- ix). Documentation service
- x). Circulation service etc.

Library Organization and Management:

A special library is such kind of library which provides special services in a specialized subject area or in a special format for special clients. The position of the library varies from one organization to another because the nature of the work and the communication patterns are unique to each organization but it should always be placed for equal facility of communication with all users. The chief librarian is a member of the professional and managerial staff of the organization. As a manager of library, the chief librarian will do the managerial responsibilities like staffing, training, budgeting, and all other activities related to the functioning of the library. The librarian must have good managerial skills. Education and experience are important considerations. The special librarian must have a degree in Library and Information science. A large number of special libraries fall into one or two person libraries.

Competencies of Special Librarians:

Two types of competencies are needed by the special librarians. One is professional competencies-the librarian's knowledge in the areas of information resources, IT, management and research etc. And the

personal competencies are the skills, attitudes and values that enable the librarians to work efficiently. Usually it is the librarian who is responsible for the selection of library materials but a lot more people are responsible for selection like faculty members, subject experts, and senior staff and the departments head and the course of the clients and the members of the organization

Type of materials acquired:

- i. Published information-Print and non-print information sources publicly available.
- ii. Internal information-information generated internally in the organization.
- iii. Electronic resources-www, online database, CD-ROM databases, intranet databases.
- iv. Govt. publication such as census report etc.

Methods of acquiring materials:

The method of acquiring documents in the special libraries as follows:

- Purchase
- Gifts.
- Exchange

Sometimes few special libraries organize spot book selection for collection development purpose.

Nature of Collection:

The library collection is multifaceted and reflects the institute interest.

- i. Newspaper
- ii. Books and Reports.
- iii. Govt. Publications
- iv. Journals and magazines
- v. Unpublished monographs.
- vi. Project reports.
- vii. Occasional papers etc.

2. Objectives of the study:

The main objectives of the study are as follows:-

- To know the present scenario of fourteen special libraries of Greater Guwahati, Kamrup (Metro).
- To know about the management aspects, services rendered and automation status of these special libraries.

3. Methodology:

The study has been done on the basis of primary data collected from the librarians of thirteen special libraries of greater guwahati. The data have been collected through telephonic interview. The data collected from these libraries have been tabulated, interpreted and analyzed in the light of the study and result have been depicted and discussed in the succeeding sections.

4. Surveyed Special Libraries Of Greater Guwahati

All the thirteen surveyed special libraries are mainly state and centrally funded libraries. All of them fall in Kamrup (Metro) district of Assam. They are: Knowledge Resource Centre Library, Indian Institute of Banking Management Library, National Institute of Rural Development NERC Library, Indian Institute of Entrepreneurship Library, Department of Historical and Antiquarian Studies Library, State Institute of Rural Development Library, Assam Administrative Staff College Library, Omeo Kumar Das Institute of Social Change and Development Library, Assam Institute for Research of Tribal's and Scheduled Castes Library, Archeological Survey of India Library, Institute of Plasma Research Library, Indian Council of Historical Research Library and Centre for Cultural Resources and Training Library.

3. Results and discussion:

Table 1: Table shows Surveyed Special Libraries with their address

Sr. No.	Name of the Library with Address	Abbreviation	Year	Website
1.	Archaeological Survey of India, (ASI) Guwahati Circle	ASI	1983	www.asiguwahaticircle.gov.in
2.	Assam Administrative Staff College Library, Khanapara, Ghy-22(AASC)	AASC	1960	www.aasc.gov.in
3.	Assam Institute of Research for Tribal's & Scheduled Castes, (A.I.R.T. & Sc.)	AIRT & Sc.	1977	www.irt.nic.in
4.	Centre for Cultural Resources and Training, Regional Centre, Guwahati (CCRT)	CCRT	2001	www.ccr.gov.in
5.	Department of Historical and Antiquarian Studies, Panbazar, Ghy-1	DHAS	1928	Not Available
6.	Indian Institute Banking Management Library, Khanapara, Ghy-22	IIBM	1982	www.iftm.ac.in
7.	Indian Council of Historical Research, NERC, G.U.	ICHR NERC	1977	www.ichrindia.org
8.	Indian Institute of Entrepreneurship (IIE) Library, Boshistha Chariati, Lalmati Ghy-29	IIE	1994	www.iie.nic.in
9.	Institute of Plasma Research Sonapur	IPR	2009	www.cprpr.in
10.	Institute of Advanced Studies in Science and Technology, Paschim Boragaon, Ghy-35	IASST	1979	www.iasst.gov.in
11.	NIRD NERC Library, Khanapara, Ghy-22	NIRD-NERC	1983	www.nirdnerc.nic.in
12.	Omeo Kumar Das Institute of Social Change and Development, Upper Hengrabari, Ghy-36	OKDISC	1989	www.okd.in
13.	State Institute of Rural Development Library, Khanapara, Ghy-22	SIRD	1998	www.sirdassam.in

Table 2: Table shows staffing patterns of the surveyed libraries

Name of the Library	Professional	Semi-Professional	Non-Professional	Total
AASC Library	2	1	3	6
AIRTSc. Library	1	-	2	3
ASL, Guwahati Circle	1	-	-	1
CCRT Guwahati	1(contract)	0	0	1
DHAS Library	1	-	3	4
ICHR, NERC, G.U.	1	-	2	3
IIBM Library	2	-	1	3
IIE Library	2	2	1	5
IPR, Sonapur, Guwahati	1(contract)	-	1	2
IASST	1	-	2	3
NIRD NERC Library	1(contract)	-	1	2
OKDISCD Library	1	1	-	2
SIRD Library	1	-	-	1

➤ Surveyed special libraries and their staffing patterns have been shown in Table 1 and Table 2.

Table 3: Table shows the process of collection of documents of the surveyed libraries

SL. No.	Name of the library	Collection of Documents in (%)	
		Purchase	Donation
1.	AASC	99%	1%
2.	AIRTSc. Library	100%	0%
3.	ASL, Guwahati Circle	100%	-
4.	CCRT Guwahati	99%	1%
5.	DHAS Library	99%	1%
6.	ICHR, NERC, G.U.	85%	15%
7.	IIBM Library	99%	1%
8.	IIE Library	100%	-
9.	IPR, Sonapur, Guwahati	100%	-
10.	IASST	99%	1%
11.	NIRD NERC Library	100%	-
12.	OKDISCD Library	100%	-
13.	SIRD Library	100%	-

- > The above table shows us the process of collection of documents in the form of purchase and donation.
- > Out of 13 libraries, 7 libraries purchase their documents with no donation at all.
- > Rest of the 6 libraries also purchase their documents comprising donation also which is a positive sign. Other 7 libraries should try to collect their documents through donations also.

Table 4: Table shows collection of e-resources of the surveyed libraries

Sl. No.	Name of the Library	Title and No. of Electronic Resources					Total
		E-Books	E-Journals	Online bases	E-Data-	Others	
1.	AASC	Nil	Nil	1500	02	CD ROM- 250	1752
2.	AIRTS.	Nil	Nil	Nil	Nil	CD 40 Nos.	40
3.	ASI	Nil	Nil	6	Nil	Nil	6
4.	CCRT	Nil	Nil	Nil	Nil	Nil	0
5.	DHAS	Nil	Nil	Nil	Nil	DVD-100, Microfilm-14	114
6.	ICHR, NERC	Nil	Nil	Nil	Nil	CD-10 Nos.	10
7.	IIBM	Nil	Nil	Nil	Nil	Nil	0
8.	IIE	Nil	Nil	Nil	Nil	Nil	0
9.	IPR	Nil	Nil	Nil	Nil	Nil	0
10.	IASST	Nil	2500	Nil	05	Nil	2505
11.	NIRD NERC	Nil	Nil	10	01	CD ROM -103	114
12.	OKDISCD	4000	Nil	28,447	Nil	Nil	32447
13.	SIRD Library	Nil	Nil	Nil	Nil	Nil	0

- > The above table shows us the total collection of e-resources of the surveyed libraries which includes e-books, online journals, e-databases other e-resources.
- > Except 1 library, other libraries do not have e-books. Except 1 library, other libraries do not have e-database. Except 4 libraries, other 9 libraries do not have online journals. Except 3 libraries, others do not have e-resources.
- > So, the above table gives us the result that most of the libraries do not have sufficient collection of e-resources which they should try to procure for better collection of their libraries.

Table 5: Table shows organization of documents of the surveyed libraries

SL. No.	Name of the Library	Classification Scheme and Edition	Cataloguing Scheme
1.	AASC	DDC 18 th ed.	AACR II
2.	AIRTSc. Library	DDC 21 st ed.	AACR II
3.	ASI, Guwahati Circle	DDC 19 th ed.	-
4.	CCRT Guwahati	DDC 22 nd ed.	AACR II
5.	DHAS Library	DDC 19 th ed.	AACR II
6.	ICHR, NERC, G.U.	DDC 21 st ed.	
7.	IIBM Library	DDC 18 th ed.	AACR II
8.	IIE Library	DDC 18 th ed.	AACR II
9.	IPR, Sonapur, Guwahati	UDC -3 rd ed.	-
10.	IASST	DDC 21 st ed.	AACR II
11.	NIRD NERC Library	DDC 19 th ed.	AACR II
12.	OKDISCD Library	DDC 23 rd ed.	AACR II
13.	SIRD Library	DDC 18 th ed.	AACR II

- The above table shows us the classification and cataloguing scheme followed by the libraries.
- Only IPR is following UDC scheme whereas others are following DDC for classifying their books and except 2 libraries, others have AACR-II cataloguing scheme.

Table 6: Table shows present of library collection of the surveyed libraries

SL. No.	Library	Year	Books	Journals	E-books	E-journals	Database
1.	AASC	2012-13	*	22	Nil	Nil	02
2.	AIRTSC	2012-13	8941	60	*	*	*
3.	ASI	2012-13	3300	*	*	*	*
4.	CCRT	2012-13	1923	*	*	*	*
5.	DHAS	2012-13	20,581	*	Nil	Nil	Nil
6.	ICHR	2012-13	10,000	61	*	*	*
7.	IIBM	2012-13	13000	75	Nil	Nil	Nil
8.	IIE	2012-13	14,862	110	Nil	Nil	Nil
9.	IPR	2012-13	1552	*	*	*	*
10.	Kno IASST	2012-13	8200	64	Nil	Nil	2500 05
11.	NIRD NERC	2012-13	10,257	41	Nil	Nil	Nil Nil
12.	OKDISCD	2012-13	*	*	*	*	*
13.	SIRD	2012-13	*	*	*	*	*

* Data not provided

- The table gives us the result of present library collection of the surveyed libraries. 3 of the libraries could not provide the data of present collection of books.
- Collection of journals have been provided by 7 libraries whereas others could not provide the data.

Table 7: Table shows sources of fund for the library of the surveyed libraries

SL. No	Name of the Library	Central Govt.	State Govt.	Student Fees	Any other
1.	AASC	-	Yes	-	-
2.	AIRTSc. Library	Yes	Yes	No.	No.
3.	ASL Guwahati Circle	Yes	No	No	No.
4.	CCRT Guwahati	Yes	No	No	No
5.	DHAS Library	-	Yes	-	-
6.	ICHR, NERC, G.U.	Yes	No	No	No
7.	IIBM Library	Yes	-	-	-
8.	IIE Library	Yes	-	-	-
9.	IPR, Sonapur, Guwahati	Yes	No	No	No.
10.	IASST	Yes	-	-	-
11.	NIRD NERC Library	Yes	-	-	-
12.	OKDISCD Library	Yes	Yes	Yes	-
13.	SIRD Library	-	Yes	-	-

- The above table shows us the sources of fund for the library. As the libraries are mainly state and centrally funded library. So, the libraries are showing a positive result in funding.
- One of the libraries is showing students fees as a source of library fund.

Table 8: Table shows the system of access (open or close) of the surveyed libraries

SL. No.	Name of the Library	Access System
1.	AASC Library	Open Access
2.	AIRTSc. Library	Open Access
3.	ASL Guwahati Circle	Closed Access
4.	CCRT Guwahati	Closed Access
5.	DHAS Library	Open Access
6.	ICHR, NERC, G.U.	Open Access
7.	IIBM Library	Open Access
8.	IIE Library	Open Access
9.	IPR, Sonapur, Guwahati	Open Access
10.	IASST	Open Access
11.	NIRD NERC Library	Closed Access
12.	OKDISCD Library	Closed Access
13.	SIRD Library	Closed Access

- The table gives us the result of service of open access or close access in the surveyed libraries.
- Except 9 libraries, other 4 libraries still follow close access system. These 4 libraries should try to make their library open access because it will attract more users to use the library fully and sensibly.

Table 9: Table shows the services of the surveyed libraries

Sl. No.	Name of the Library	Services Offered							
		CAS	SDI	REP	DDS	IS	RS	CIS	Others
1.	AASC	✓	Nil	Nil	Nil	✓	✓	Nil	Nil
2.	AIRTSc.	✓	✓	✓	✓	Nil	✓	✓	Newspaper Clipping
3.	ASI	✓	✓	✓	Nil	✓	✓	Nil	Newspaper Clipping
4.	CCRT	✓	✓	✓	Nil	Nil	✓	Nil	Nil
5.	DHAS	✓	Nil	✓	Nil	Nil	✓	Nil	Nil
6.	ICHR	✓	✓	✓	Nil	✓	✓	Nil	Nil
7.	IIBM	✓	✓	✓	✓	✓	✓	✓	Documentation work
8.	IIE	✓	✓	✓	Nil	Nil	✓	✓	Nil
9.	IPR	✓	✓	✓	Nil	✓	✓	Nil	Nil
10.	IASST	✓	✓	✓	✓	✓	✓	✓	Article request
11.	NIRD NERC	✓	✓	✓	✓	✓	✓	✓	Orientation to the training participants, newspaper clipping, OPAC
12.	OKDISCD	✓	✓	✓	Nil	✓	✓	✓	Newspaper Clipping
13.	SIRD	✓	✓	✓	Nil	Nil	✓	Nil	Nil

- Table no.9, shows us the broad services provided by the surveyed libraries. The table is showing us 8 broad services including other services too.
- CAS is provided by all the libraries which give us 100% positive result. Except 2 libraries, rest of the libraries provides SDI service. Except 1 library, other libraries are giving us positive result about reprography service. Except 4 libraries, other 9 libraries do not have DDS.
- Information Service is provided by 8 libraries only. Reference service is provided by all the libraries which give us cent percent positive result. CIS is provided by only 6 libraries. Other services like newspaper clipping, documentation work, article request, orientation and OPAC is provided by 6 libraries which is a good initiative by the libraries.

Table 10: Table shows the status of automation of the surveyed libraries

Sl. No.	Library	Automated	Fully/ Partially	Computer	Software	Constraints
1.	AASC	Yes	Partially	09	LIBSYS	Insufficient manpower
2.	AIRIS	Yes	Partially	02	SOUL 2.0 Process on	Insufficient manpower
3.	ASI	Yes	Partially	02	e-Granthalaya 3.0	-
4.	CCRT	Yes	Partially	03	VIDYA	Insufficient Manpower
5.	DHAS	Yes	Partially	01	SOUL 2.0	Finance and Insufficient manpower
6.	KCHR	Yes	Partially	09	LIBSYS	-
7.	IIBM	Yes	Fully	04	CDS/ISIS	-
8.	IIE Library		Yes	Partially	03	In-house software Finance and Insufficient manpower
9.	IPR	No	NA	01	No software	-
10.	IASST	Yes	Fully	08	SOUL 2.0 & DSpace	-
11.	NIRD-NERC Library		Yes	Partially	03	e-Granthalaya 3.0 Insufficient manpower
12.	OKDISCD	Yes	Partially	06	SOUL 2.0	Insufficient manpower
13.	SIRD	No	-	-	-	Insufficient manpower

- This table shows us the present automation status of the surveyed libraries. Out of 13 libraries, 11 libraries have automated their library fully or partially. The software which has been used to automate the library is LIBSYS, SOUL 2.0, e-Granthalaya 3.0, VIDYA, DSpace and in house software.
- Insufficient manpower and finance are two major constraints in the automation of the libraries.
- We can say that automation scenario is more or less satisfied.

6. Suggestions:

From the above discussion it is clear that the picture of special libraries of Guwahati city is not at a satisfactory and up to the mark because of different problems. So the following measures should be taken into consideration for further development of these libraries:

- Library is the heart of an institution. So, Parent Institution should pay equal interest to the library.
- Administrative power should be vested upon the librarian.
- Some of the special libraries in Guwahati. Librarian is working on contractual basis. Therefore Govt. should appoint them on permanent basis for development of the libraries.
- Since most of the special libraries in Guwahati subject coverage are almost same. Therefore, special libraries come forward to Sign a MOU for resource sharing between these libraries.
- Standard Library Software should be maintained by the special libraries in Guwahati for further activities in future.

- Staff of these special libraries should be allowed to undergo refresher courses in modern trend organized by the reputed organization.
- There should be developed a special library network in Guwahati for future development.

7. Conclusion:

From the study, it can be concluded that every aspect of management, services and automation is giving us somewhere satisfying and somewhere dissatisfying result. These special libraries should try to develop their weak areas for the greater interest of their users. Special libraries have been regarded as the storehouse of up-to-date knowledge as these libraries are special in collection and services. They provide latest information for different research areas.

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