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Collection Development in Institute of Hotel Management Library in Aurangabad: A Study

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Abstract:

Technology is changing the nature of libraries and librarians and it continues to exert a major influence on the strategy direction of libraries in society. Today the library services are transitioning from local traditional collection to global recourses provided o demand via the most advanced networking technologies It is now possible to retrieve information independency of time zones and geographical location and to obtain the most up to-date information from the library without walls or the virtual library. Library Collection Development is the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online recourses and other media. Electronics technology and collection development are two of the top concern in library and information services today. The present paper emphasises on the collection development in Institute of Hotel Management Library in Aurangabad.

Keywords: Collection development, E-recourses, Hotel management.

Introduction:

Collection Development organization and management of a collection are essential for Satisfying users need in all types of libraries .Gone are the days when little or no importance was attached to users of libraries. It is now realized that simply collection of materials for the sake collection would neither fulfil the objective nor enhance the image of the library. Many theories, models and approaches have been developed and that the concept itself has undergone many changes over the years. The basic components of any library are collection, Users and staff with the collection being the heart of it. Therefore every Library has to build the collection systematically and continuously the process involves two operations: selection and actuation. According to Eldman (1979), book selection involves three stages –planning, decision making and implementation. In the planning stage, polices and guidelines are formulated while decision making involves actual selection and in the third stage the selected books are acquired.

Collection Development:

Collection Development represents not just acquisition of information, but a strategic investment in knowledge. Ideally the guiding principles goals and strategies of this process are formally stated in collection development polices. These policies are based upon an understanding of the strength and weakness of the collection, the availability of shared resources and the information needs of the community. To define subject coverage, depth, level and scope, libraries emphasize or exclude specific subject areas, languages, formats and genres. Existing collection development polices may be adapted for use in selection electronics resources or revised to consider additional formats, features and evaluate criteria. Polices must consider the virtual library from a dual perspective; it is both a dynamic collection in its own right and a hybrids collection created by merging the virtual and physical libraries, ultimately the goals of collection development in academic libraries are unchanged: to Meet the immediate and anticipated information needs of users and to serve the research and teaching missions of the university. This is accomplished through strategically selecting, sharing, retaining, duplication, divesting, archiving and facilitating access to intellectual content.

Definition of Collection Development:

Encyclopaedia of Library and information Science defines library collection as "Library collection is the sum total of library materials books, manuscripts, serials, government documents, pamphlets, catalogues, reports, recording microfilms reels, micro cards and microfiche, punch cards ,computer tapes etc. that make up the holding of a particular library"

Library Collection Development is the process of meeting the information needs of the people (a service population) in a timely and economical manner using information resources locally held as well as form other organization in addition to ongoing materials acquisition library collection developments includes:

- the creation of polices to guide material selection
- replacement of worn or lost materials
- Removal (weeding) of materials no longer needed in the collection.
- Planning for new collection or collection areas.
- Cooperative decision –making with other libraries or within library consortia.

Collection Development policy:

Collection development policy is set of rules or norms for developing the collection or stock in a library. It helps for systematic acquisition of library. Materials, it also encourage stability and continuity in library operation. The planned development of a library's collection requires the application of a well stated collection development policy.

Collection of a Library:

For a sound collection and development of resources every library procures information

materials like books, journals and periodicals, dissertations, thesis, government publication. Patents and standard specification and non-print materials are acquired through acquisition gift and exchange and interlibrary loan.

Process of Collection Development:
Collection developments as the " process of meeting the information needs of the people (a service population) in a timely and economic manner using information recourses locally held as well as form other organization". Collection development is a six component process. These components are:

a. Needs Assessment: collecting data determine the information needs of the service community.
b. Policies: writing the collection developments policy.
c. Selection: deciding which materials to buy for the library.
d. Acquisition: acquiring the materials for the collection through purchase, gift or exchange programs.
e. Evaluation.
f. Weeding (Deselect ion): periodic or continual evaluation of resources so that items that are no longer useful are removed.

Importance of Collection Development:
Library collection has witnessed the age of clay tablets to papyrus sheets, paper documents, silicon chips, optical, magnetic disc and so on. In every age, libraries have used the latest technology. Important of a library collection lies in the following functions, which it performs:

- Collection and dissemination of information is the most important function of a library
- Importance and success of library collection lies in the satisfaction of user's information needs.
- Educational reading in a formal sense is the concern of academic, special and technical libraries; such libraries should have such a varied collection so that they are able to fulfil these needs.
- In institute of higher learning, provision of syllabi study and research material is another reason for library collection.
- To make provision of information material for cultural and recreational reading is another importance aspect, which enhance the importance of library collection? Collection preserves knowledge for the future.

About the Institute:
Institute of Hotel Management, Aurangabad is a self financed institute. It is approved by the All India Council for Technical Education, and has over 15 colleges and institutes affiliated to

Dr. Babasaheb Ambedkar Marathwada University. Institute vision is will lead industry requirements through the provision of hospitality skills development, operational exposure, managerial competence and a strategic outlook. It offers undergraduate courses in Hotel Management, Culinary Arts from University of Huddersfield, and UK. Separate hostel facilities for boys and girls housing nearly 400 students have been made. The hostel recreation rooms serve as leisure zones where students can unwind. Facilities are available in hostel boys hostel, girls hostel. Classrooms are equipped with projectors, computers and other audio-visual aids.

Facilities Available in Classroom:

Wi-Fi, AC, projector, audio- visual teaching aids. The computer laboratory with over 120 terminals is spread over 4 different LANs. High speed internet access enables internet center equipped with multimedia facilities

Facilities Available in Laboratory:

The convocation ceremony and the millennium, gymnasium and fitness centre accessible to all students.

Courses Offered at Institute of Hotel Management, Aurangabad:

The institute offers Bachelor of Arts (Hons) Hotel Management degree and Bachelor of Arts (Hons) Culinary Arts.

PG Courses:

Bachelor of Arts (Culinary Arts), Affiliatedto: Other, Accredited by: AICTE, Duration: 3 - 4 Years. Eminent Faculty Members, Anand Iyengar, Hemant Gokhale**,** Malay Biswas, Rushad Kavina. Offical enquiry: @ihmaurangabad.ac.in, http://www.ihmaurangabad.ac.in/Dr. Rafiq Zakaria Campus, Rauza Bagh, Aurangabad.

Objective of the Study:

The main purpose and objectives of the study knows the various collection developments of resources at institute of hotel management library in Aurangabad.
The main Objectives of the study are:

1) To know the collection of books (Printed as well as Electronic form) in selected hotel management institute.
2) To find out the journals subscribed by the selected institute libraries.
3) To know the non book materials used at institute of hotel management library in Aurangabad.

Scope and Limitation:

The present study is limited to the institute of hotel management library in Aurangabad.

Methodology:

The descriptive survey method is adopted of the study. The questionnaires has been selected as a tool for data collection systematic random sampling techniques were used. The library collects materials in multiple formats, including book, DVD, digital format, and attempts to provide equitable access to on site and remote users of all three campuses. In order to serve both on campus and remote students the library will favour the purchase of digital products where possible. This is contingent upon availability of a particular digital product and the library's ability to acquire and maintain the appropriate technology to access the electronic product.

Book Collection:

The question aware asked about collection of the library, response received from librarian were presented and tabulated in Table No-1

Table 1. Collection of Books in Institute of Hotel Management Library

Sr. No.	Subject	Quantity	Percentage
1	Management	2924	24.06
2	Finance	522	4.28
3	Tourism	342	2.83
4	Food and Beverage	1177	9.60
5	Food production	4261	35.03
6	Marketing	459	3.78
7	Food Science	173	1.43
8	Front Office	162	1.34
9	Housekeeping management	505	4.16
10	General subject Books	1640	13.49
Total		12165	100

It is evident from table 1 that the collection of books in institute of hotel management library is on the subject food production (4261), management (2924), general subject books (1640) respectively. Whereas it also shows that the least collection has found in the front office subject (162).

Collection of research project (dissertation) in institute of hotel management library:

Table 2. Collection of Dissertation in Institute of Hotel Management Library

Sr. No.	Subject	Number of books	Percentage
1	Food and Beverage services	660	27.19
2	House Keeping	90	3.71
3	Front Office	169	6.97
4	Management	157	6.47
5	Finance	2	0.09
6	Marketing	26	1.08
7	General	60	2.48
8	Tourism	34	1.40
9	Project culinary art	74	3.04
10	Accommodation Project.	261	10.75
11	Project facility planning	19	0.78
12	Project understudy	163	6.71
13	Research Methodology	52	2.14
14	Dissertation	416	17.14
15	Food Production	244	10.05
	Total	2427	100

It is evident from table 2 that the collection of dissertation in institute of hotel management library is on the subject food and beverage services (660), dissertation (416) and accommodation Project. (261) respectively. Whereas it also shows that the least collection of dissertation has found in the finance subject (2).

Collection of last five years books added in library:

Table 3. Collection of Last Five Years Books Added in Library in Institute of Hotel Management Library

Sr.No	Year	Book Collection	Books Added	Percentage
1	2011-2012	10359	10359	85.15
2	2012-2013	10666	307	2.53
3	2013-2014	10859	193	1.59
4	2014-2015	11434	575	4.73
5	2015-2016	12165	731	6
	Total		12165	100

It is evident from table 3 that the collection of last five years books added in library in institute of hotel management library has found in the year 2011-12 (10359), 2015-16 (731) and 2014-15 (575) respectively. Whereas it also shows that the least books added in library was in the year 2013-14 (193).

Journals collection of journals in institute of hotel management library:

Table 4. Collection of printed journals and magazine in Institute of Hotel Management Library

Sr. No.	Journals. (Printed Publication Journals)	Quantity	Percentage
1	International journals	29	32.23
2	National journals	26	28.89
3	Magazine	35	38.88
Total		90	100

It is evident from table 4 that the collection of printed journals and magazine in institute of hotel management library has on magazine (35), international journals (29) and national journals (26) respectively.

Collection of text books, reference books and e-books in institute of hotel management library:

Table 5. Collection of Text Books, Reference Books and e-Books in Institute of Hotel Management Library

Sr. No.	Journals. (E-Journals, E-Books)	Available in IHM Library facility (sage publication .e-recourses.).	Percentage
1	E-Journals	1112	6.25
2	E-Books(CD-Format)	4794.	26.96
3	Text Books	4175.	23.48
4	Academic books	3453	19.42
5	Professional books	3139	17.64
6	Reference books	1112	6.25
Total		17785	100

It is evident from table 5 that the collection of text books, reference books and e-books in institute of hotel management library e-books(CD-format) (4794), text books (4175) and

academic books (3453). The least collection has found on e-journals and reference books (1112) respectively.

Library members in institute of hotel management library:

Table 6. Members in Institute of Hotel Management Library

Sr. No.	Library Members	Quantity	Percentage
1	Students	400	99.90
2	Teaching Staff	15	3.40
3	Non Teaching staff	25	5.69
Total		440	100

It is evident from table 6 that the members in institute of hotel management library are found as students (400), non teaching staff (25) and teaching staff (15) respectively.

Services provided by the institute of hotel management library:

Table 7. Library Services in Institute of Hotel Management Library

Sr. No.	Services
1	Transaction Service
2	Book Bank Scheme
3	Reference Services
4	Paper Clipping
5	Internet Services
6	Computer Service
7	Audio Video Service

It is evident from table 7 that the library services in institute of hotel management library were transaction service, book bank scheme, reference services, paper clipping, internet services, computer service and audio video service respectively.

Collection of non book material in institute of hotel management library:

Table 8. Collection of Non Book Material in Institute of Hotel Management Library

Sr. No.	Non Book Material	Quantity
1	C.D.	150
2	V.C.D	50
3	D.V.D.	100
4	Hard-Disc	3
5	Photo Album	60
6	Glob	02
7	Atlas	10
Total		375

It is evident from table 8 that the collection of non book material in institute of hotel management library was C.D. (150), D.V.D.(100), and photo album (60) respectively. Whereas least non book material were of glob (02)

IT's infrastructure available in institute of hotel management:

Table 9. IT's Infrastructure available in Institute of Hotel Management

Sr. No.	Equipments	Availability
1	Computer	40
2	LCD, Projectors	05
3	LCD TV	04
4	CD_RAM Drive	05
5	CD .Player	03
6	V.C.R.	02
7	Wi-Fi Device	04
8	Printer	02
9	UPS, inverter	04
10	AC	06
11	Smoke Detector	08
12	Camera	01
13	Laptop	04
Total		88

It is evident from table 9 that the IT's infrastructure available in institute of hotel management were found the computers (40), smoke detector (08) and AC (04) respectively.

Findings:

On the basis of responses received from the institute on the study "Collection Development in Institute of Hotel Management Library in Aurangabad: a Study". The finding has listed as below:

- It has found that the collection of books in institute of hotel management library is on the subject food production (4261), management (2924), general subject books (1640) respectively.
- It shows that the least collection has found in the front office subject (162).
- It has found that the collection of dissertation in institute of hotel management library is on the subject food and beverage services (660), dissertation (416) and accommodation project. (261) respectively.
- It shows that the least collection of dissertation has found in the finance subject (2).
- It has found that the collection of last five years books added in library in institute of hotel management library has found in the year 2011-12 (10359), 2015-16 (731) and 2014-15 (575) respectively.
- It shows that the least books added in library in the year 2013-14 (193).
- It has found that the collection of printed journals and magazine in institute of hotel management library has on magazine (35), international journals (29) and national journals (26) respectively.
- It has found that the collection of text books, reference books and e-books in institute of hotel management library e-books (CD-format) (4794), text books (4175) and academic books (3453).
- It shows that the least collection has found on e-journals and reference books (1112) respectively.
- It has found that the members in institute of hotel management library are found as students (400), non teaching staff (25) and teaching staff (15) respectively.
- It has found that the collection of non book material in institute of hotel management library were C.D. (150), D.V.D. (100), photo album (60) respectively. Whereas least non book material were of glob (02).
- It has found that the IT's infrastructure available in institute of hotel management were found the computers (40), smoke detector (08) and A.C. (04) respectively.

Conclusion:

According to the Dr. S. R. Ranganath's fifth law of library science i.e. 'library is a growing organism' which means that a library should be a continually changing institution, never static in its outlook. Books, methods, and the physical library should be updated over time. The collection development planning process, highlighted by the invaluable collection policy statement, provides a means by which the library selects and manages its collection of information resources. This paper is an attempt to study the collection development in institute of hotel management library in Aurangabad.

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