

Paperless Procedure of Library Collection Development- A Case Study of Online Book Purchasing and Magazines Subscription at B. K. Birla Centre for Education, Library

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Abstract

Library, an essential part of set up in a school, triggers the magical world in a child's life providing the better understanding on a progressive society through the moral stories. Being the biggest classroom of the school it has undergone many changes due to the technological development by introducing e-content to the tiny tots. When on one side school libraries started proving readers with e-content with the purpose to save papers in the growing society than why not adopt the method of online purchasing in collection development to make the procedure paperless. This article explores a new online method of procurement of books and subscription of magazines practiced at B.K.Birla Centre for Education, Library (BKBCL). Following this method one can make the up to certain extent collection development procedure paperless. It elaborates steps in detail regarding online acquisition of the books and subscription of the magazines for the library by maintaining folders in librarian system.

Keywords: School Libraries, Online Books Procurement, Online Magazines Subscription, B K Birla Library, Paperless

1. Introduction

Earlier the readers did not even have a choice of choosing books of their interest instead the librarian issued the books which were easily accessed by him. After introducing the open access system students get ample amount of books of their choice. Application of Computer and Information Communication Technologies brought a revolutionary changes and turned the school library system a user friendly resource centre. Above all having OPAC system in place enriches the accessibility of the tiny readers to the sources. In this market oriented education system some privileged schools have one library for each level i.e. primary, middle, secondary and senior secondary. The involvement of various formalities in selection, systemized procurement and the documentation make the task futile. To fulfill the process of procuring new collection (Books,

CD's, Magazines, etc.) to the library we waste huge amount of paper in the formalities. It also becomes hectic for the librarian to maintain all the bills and the letters of approval from the beginning to the end for each new entry to library collection. He also wastes much time on doing clerical work instead he could use productively on the children.

In the era of computerization librarian can optimize the function of the library with its application. He can be away from creating unnecessary paper folders by maintaining in virtual format. It can also be used for ever and can have easy access at any time. For the safety purpose the librarian should take proper back up of the library related folders in a flash drive or can save in google drive or cloud computing. This methodology definitely help the librarian to make its collection development procedure paperless. At B K Birla Centre for Education the Library practices the paperless system by maintaining the folder documentation of records. The below discussed online purchasing system is suitable at school library setup.

2. School Library

The classification of libraries can be done into three categories i.e. Public Library, Academic Library and Special Library. The school libraries are the part and parcel of academic libraries set up. They are attached with the setup of the school in order to support the education system of the school. Generally the members of the school library includes students, teachers and staff of the schools. Library primary objective is to serve their informational needs.

2.1 Particulars of School Library Collection Development:

Every libraries primary objective is collection of resources based on the subject and need of the institution to which it is attached. School library built its collections both in print and digital. But, this can be less in number comparing to college and university Libraries. The addition in collection development of a school libraries comprises of educational games, maps and globe.

The school library holds the following collection:

- *Text Book*: The book of a particular level course for particular branch of study. BKBCCEL being a CBSE school follows NCERT Books. The Library also holds the textbooks from various publishers received as specimen copy.
- *Subject Reference Books*: Subject supportive books like subject guides, sample papers, question banks, subject support books.
- *General Books*: Apart from text books and subject reference books other collection comes into this category includes fiction and non-fiction books.
- *Reference book*: Readymade information basically known as compilation and compendium of various disciplines of knowledge e.g. dictionaries, encyclopedias, yearbooks, almanacs, handbooks, directories, coffee table books and atlases etc.
- *Audio Visuals*: This category includes majorly CD's and DVD's. BKBCCEL library has 690+ CD's and DVD's Collection includes textbook CD's other procured educational DVDs.
- *Games*: Educational value of games is time tested and found tremendously useful for the enhancement of vision and imagination of a child. BKBCCEL does use this technique and has a good collection of games like Funlish, Pictionary, Scrabble, taboo etc. These games enhance the vocabulary of the students and help them remain interested towards libraries even when they feel not interested in books.
- *Maps, Atlas and Globes*: Maps, Atlas and Globes are also a great educational help for students. These documents are also extremely popular among the library users. Students make games using these and engage themselves in educational activities.
- *Others*: Periodicals, pamphlets, standards & specifications, bibliographies and Indexes etc. are included in this category. Now e-books reading through kindle and e-journals are also finding their way into school libraries.

3. B K Birla Centre for Education

Established in 1998 by Mr. BK Birla and Mrs. Sarala Birla, B.K Birla Centre for Education is a reputed CBSE school in Pune that facilitates all-round development of its students. The

educational institute began with 75 students and 10 teachers for Class IV to VII. Gradually, the school grew and the first batch of Class X took the public examination in 2000-01. Since its inception, the school has believed that education must assiduously promote and nourish as wide a range of capabilities and dexterity in children as possible. It caters for 600 students from class IV to XII. Dr. S K Sanyal is the current principal of the school. As a step towards this, the school offers a range of laboratories, latest teaching aids, sports infrastructure, and other residential facilities.



Fig.1 Academic block of the BKBCE

4. B K Birla Centre for Education Library (BKBCEL)

The heart of B. K. Birla Centre for Education - Library is adorned with modern infrastructure, with a reading capacity for 100 users. It contains 13,000+ books and subscribes to a wide range of magazines and newspapers. Library houses a good collection of reference books in diverse disciplines ranging from Dictionaries, Almanacs, yearbooks, world books, Encyclopedias to environmental studies, classics etc. The leisure reading section covers everything from the epics to bestsellers. A wide variety of academic reading materials are also available to students to choose from. The Dewey Decimal Classification Scheme is followed. It is equipped with Quick School Database enabling the students to search the library collection. Library inculcate reading habits in the students and motivate them to use the library as a source for recreational reading as well as for research and private study. In their first term at the school, students are oriented on the usage of the library and its facilities. BKBCEL Believe that if the school is a temple and the

abode of Goddess Saraswati is the library. The mission of the library is very clear: To create an environment conducive to both education and lifelong learning.



Fig.2 BKBCEL

5. Paperless Library Collection Development (LCD) procedure:

The collection development procedure of school library also need lot of attention. Though school library is being small in size, but the collection development procedure equally require lot of attention, proper documentation and systematization. Maintaining the same with under crunch of budget and staff really a challenge. BKBCEL is a boarding school and caters to a very small group of school members. The school from past 3 years following the online method of book purchasing and magazine subscription. The procedure has been discussed below, making the entire procedure of collection development paperless. The important documents to be required to be maintain in paper form are the approved list of magazines and books to be purchased.

5.1 Online Procurement of Books:

a) Approval: The librarian along with the library committee has to discuss the material to be purchased. Once the authorized authority approve the list and even the talk on reimbursement should also be done at this time. Submit the approve list to the account section in order to let them inform them about the books going to come on COD or on advance payment paid by librarian.

b) Online Book Ordering: Before going for the purchasing, librarian has to register on selected shopping sites. Better to restrict the sites mainly to the most trusted one like- Amazon and

Flipkart the password and username created on these sites has to be maintained on a word file, saved under the a assigned folder. As long as discount is concerned, here the fix amount of discount may not be available like vendor. But these sites offer continues discount offers and even they give a huge percentage of discount run on special occasion. BKBCCEL majorly goes for Amazon and Flipkart to procure books and other collection. The approved titles should be added to the virtual carts available on the sites and proceeded for the payment option. As approved either COD or advance payment by the librarian (usually amount will not be such a high for the books to be procure for the school library and even the moment order material received by the library, librarian can submit it to the account section and claim for the reimbursement). Because sometime on curtain title the option of COD does not available. On the other side on approval the account section will mark receive on the submitted approval list. This procedure removes all the hassles of quotations, payments to vendors, preparing cheques and demand draft etc. and save lot of time of the librarian.

c) On Receipt of Order: On the arrival of the ordered titles/material librarian only has to sign the received copy (which came along with order) of invoice with the stamp of library and write the accession number of the material on it. The library to maintain the invoice record can download the invoice received on the registered mail ID and can keep in the designated folder maintain for it. The word/excel file containing the status of the book should be audited with the bill no. and accession number. Remaining formalities of accessioning can be completed at later stage

d) Book Accessioning: The regular procedure of accession like paging, stamping, entering records in software, new arrival rack updating and movement of book to the rack is followed as usual.

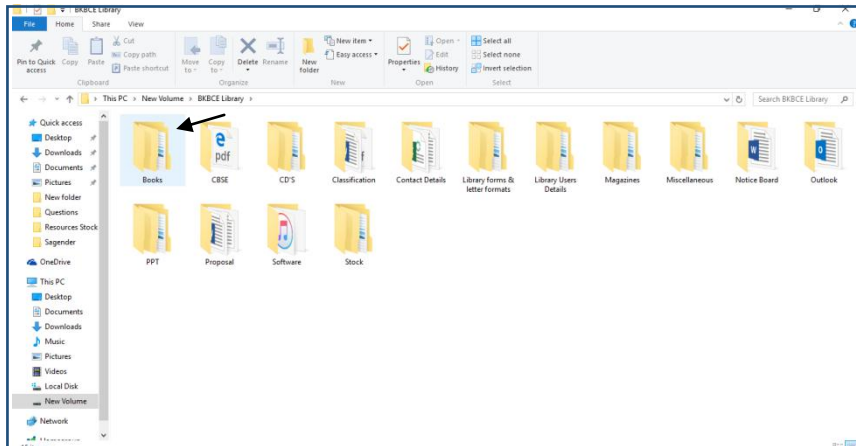


Fig.3 Books folder in computer system

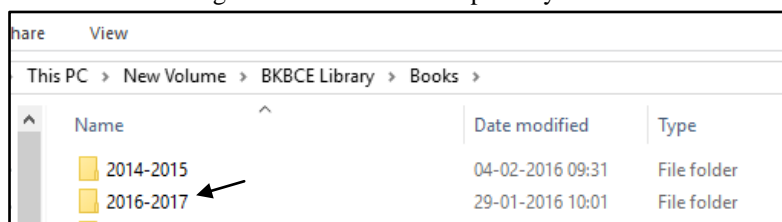


Fig.4 Year wise records folders inside the book Folder

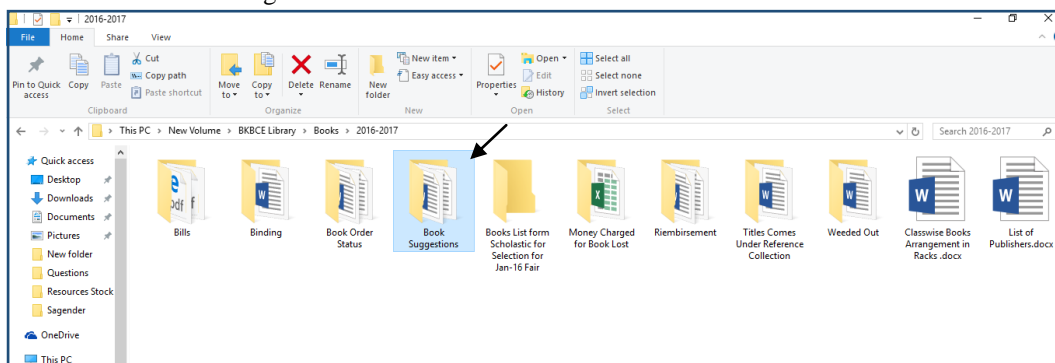


Fig.5 Folders maintained inside Folder of 2016-2017

5.2 Online Subscription for Magazines:

The task to be completed yearly once but one of the major work which involve a huge files of paperwork- the subscription of magazines. The general procedure to subscribe the magazines and periodicals starts with the e-mail request to the vendor or the publisher to raise the Performa invoices. This further leads to quotations, selection, approval, and subscription of the magazines. All these steps pile the bundles of file in order of inspection and records. But a librarian task/steps can be completed by just taking the print out of bills of e-mail confirmation of fee receipt to be submitted to the account section.

To keep oneself on a safer side the librarian can maintain a small note book, in which he can maintain the signature of the accountant or the concern person who is collecting the copy of bills

of magazines. So that in future loss of any bill should not be asked to the librarian. In order to subscribe the magazines and periodical a list of the same should be prepared after the library committee meeting consisting of principal, librarian, selected students from student council and academic teachers. The price of the magazine require for the subscription should be taken from the publisher sites. Usually the amount on the magazine/publisher site is fixed (even discounted). Once the final list is ready and has been approved by the principal, the librarian can start opening the online account (registration) on the publisher's site. The suffix word "Library" should be in the column of name. As it is better to open the account on school/library name rather than librarian because the magazine will be the property of the school. Sometime, the site won't allow to keep name in such a fashion, than it has to be given the name as 'The Principal'. As far as possible the email ID of the library should be kept as a username. The password must be kept same for each magazine page. This will avoid future issues related to password. A word file containing all the username and password must be maintain.

Once the account has been opened the magazine has to be selected and added to the virtual cart and proceeded for the payment. As magazine subscription does not support cash on delivery, and amount of the magazine subscription must be paid in advanced. Here with prior permission of the authority, the librarian can make the payment and the same can be taken as a reimbursement from the school. After, the online payment has been made, the site/publisher will sent an invoice to the registered mail ID. Once the payment for all the approved magazine is completed, the librarian must print the emailed invoices and along with the approved reimbursement letter can approach account section of the school. As per the school rule school will either make the payment directly in the salary account of the librarian or can be paid through cheque or cash.

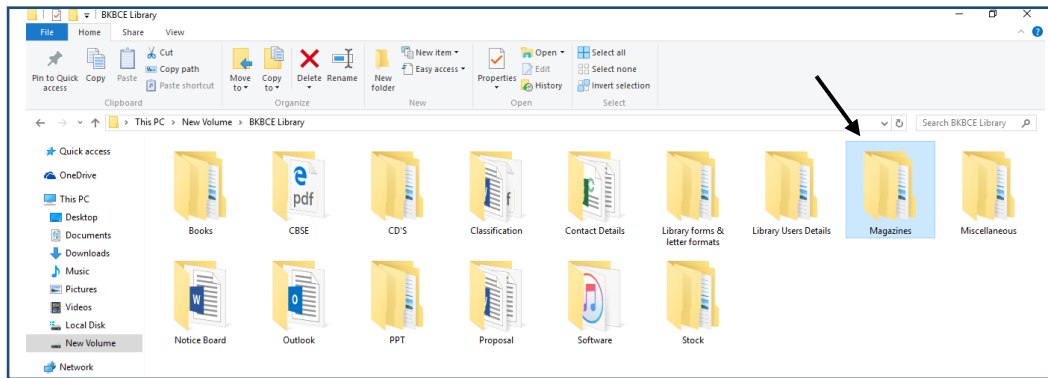


Fig.6 Magazines Folder

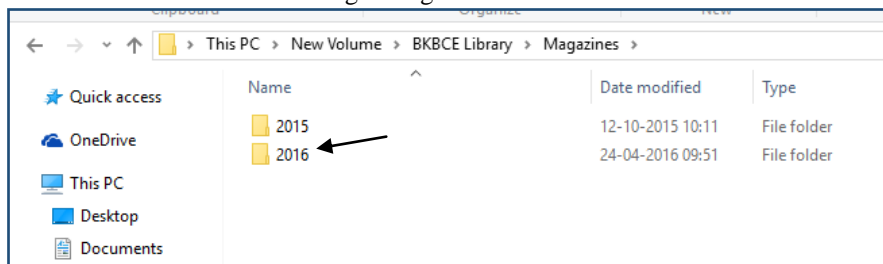


Fig.7 Year wise maintained folders

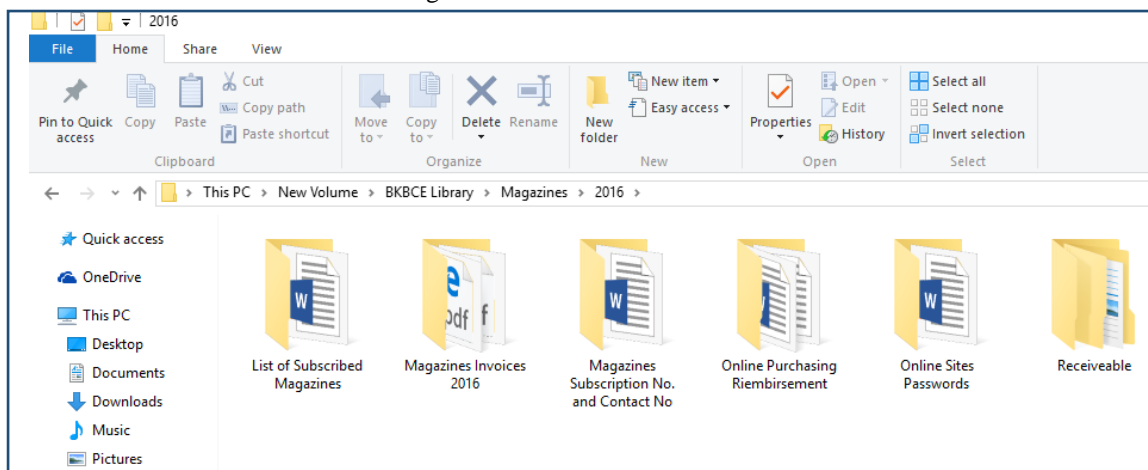
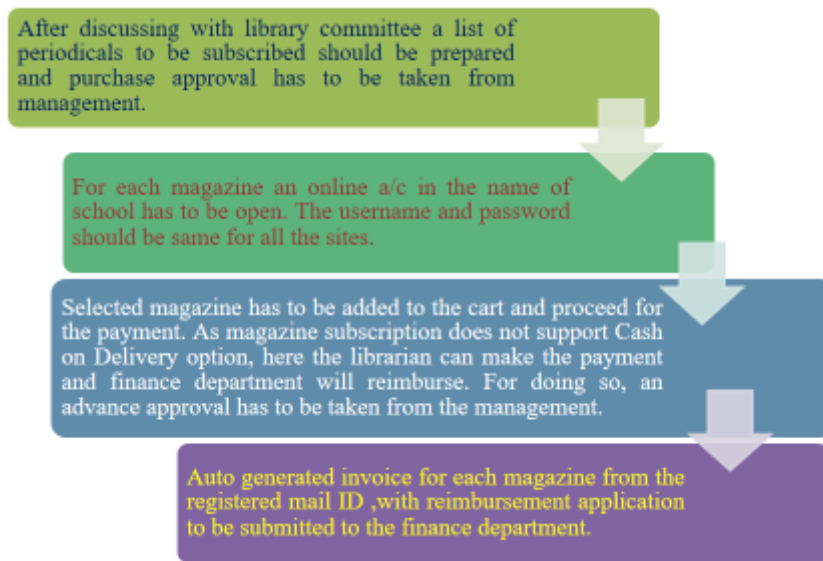


Fig.8 folders maintained inside folder name 2016

Where the computer part is required is that librarian has to maintain required folders in his computer system in order to maintain the details of subscription of each magazine. Various folders can be named as a contact details of the publishers, username and passwords, approved subscription list, subscribed magazines invoices (which can be downloaded from the registered mail ID) etc. In online payment specially where COD is not allowed, and librarian is making an advance payment form his pocket should always take prior permission from the authority. Now a days everything can be ordered online with a door step delivery of your product, school libraries do have to look for utilization of these options.

Online subscription of magazine -In short:



6. Discussion

School libraries collection development usually does not involves much of purchasing because of limited or due to less budget allocated to them. For most of their purchasing they involve/maintain numerous files. This kind of paperless system/online purchasing can truly be helpful for school libraries. Following can be the reasons for school librarian to think for online purchasing:

- Online sites offers wide range of children and coffee table books.
- They run various discount sales (sometime even up to 60% of the product price). As kids' books are not needed to be purchased on an immediate base, librarian can prepare the list and keep it ready and can go for purchasing at the time of offers.
- The best advantage of online order is the availability of option to cancel the order.
- Almost all the online store offer cash on delivery for most of the orders.
- Insolvent of zero intermediaries.
- Easy access to customer care

Updating of maintained files by keeping Xerox of bills or other required papers, stamping, writing all these can be majorly avoided. If we observe the advantages of online purchasing, which can make our method of procurement of books and subscription of magazine paperless.

Today's librarian is not the one sitting and shooting two repeated words "Maintain Silence", they are more active working with the line "of fulfilling the needs of global education through innovation and technology".

7. Conclusion

Purchasing books and subscription always remains the primary aspect of library collection development. Today the technology has given the beautiful gift in the name of computer. With ample of advantages the use of computer in the process of library collection development can make the entire process very easy and paperless. While preparing any paper work we have to use computer to prepare word files, than why not use the same to crunch library paper usage. Library maintains various files of book purchasing and magazine subscription in order of the inspection and records. Both the purpose can be solved by maintain various folders in the librarian system for all the relevant documents. In future if any need comes the printouts of the same can be taken out. Usually librarian won't prefer the online method of purchasing because of its involvement of advance payment system. By seeing the advantages of online buying like easy order placement simply by selecting the books and place the order on click, easy cancellation before the product arrives, (not in case of magazines, door step delivery etc. if we look at the present scenario and the advantages of online buying this method can be a successful attempt. But this can only be possible with a mutual understanding between management, librarian and account section. The pace of acceptance of new changes in Indian school libraries are visibly slow. The reason could be unawareness towards the importance of library by school management. Nevertheless the things are changing for good and more and more school libraries are adopting the environment of modern generation.

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