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Decoding of the Information Processing and Reference Source in the Learning Resource Centre: College students' Approach

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Abstract:

This article is all about how the library resources are managed in a college/university library in lucid and simple manner. Academic library is the heart of any institution. It serves the information need of various users. In higher education it acts as passive teacher.

Keywords: library; academic library; catalougue; classification; ddc; opac.

Introduction: Over the years, many libraries have supported education efforts by providing teaching resources, information and referral services. A more active approach has been taken by libraries offering educational classes or one-to-one tutoring programs. Many libraries have outreach programs designed to meet the needs of specific groups of people with limited educational skills. Library resource materials are distributed to the institutionalized, including those in prisons, hospitals, rehabilitation centers, and group homes for the elderly and disabled.

Man's quest for knowledge has led to the creation and accumulation of tremendous amount of information. This quest for knowledge knows no bounds and limits and is never satisfied. It has continued since the dawn of civilization to the modern age. This hard-earned knowledge and information is valuable for the entire mankind and therefore liable to be preserved. With the invention of paper man has been able to convey this knowledge to others by writing books. Thousands of manuscripts have been written by the wise men of the earlier times but many of them were destroyed due to the lack of proper means of preservation. With the invention of printing press, it became easier to preserve the knowledge in the form of printed documents. This led to the generation of a large number of books. The need for the preservation and dissemination of information led to the establishment of more and more libraries. Thus libraries acquired a great importance in the civilized society for education and research. Libraries play a vital role in the development of any society by enhancing the cause of education and academic research. They cater to the information needs of thousands of peoples.

With the advent of new technologies in the field of computers and telecommunications, revolutionary changes have taken place in the field of Library and Information Science. The shape of traditional libraries containing a large number of printed documents is in the process of being transformed to paper less libraries containing a large number of digitized documents. The facilities offered by networking have not left libraries untouched. Modern libraries are not only digitized but networked also. This has led to the creation of virtual libraries i.e. libraries without walls through which the user has access to information at anytime, anywhere in the world by using the modern tools of communications, such as computers and Internet facilities.

The traditional image of the library as a quiet place of study, housing mostly print collections, is changing. The shifts in education methods, the impact of computer technology, and the diversity of students have caused libraries to organize resources and design services that meet and anticipate the new needs of study and teaching. Libraries organize collections and provide access and services that incorporate changes in teaching, learning and information technologies.

Library: Libraries have been around since the 7th Century BCE and continue to live on in various other forms even today. They have gone from the vast expansive halls filled with heavy racks of books to the virtual library that we are more familiar with in today's day and age. Libraries may have changed form but their relevance and significance in education have definitely not.^[1.]

In library (institution), collection of books and other informational materials made available to people for reading, study, or reference. The word library comes from liber, the Latin word for "book." (Encarta, 2009) However, library collections have almost always contained a variety of materials. Contemporary libraries maintain collections that include not only printed materials such as manuscripts, books, newspapers, and magazines, but also art reproductions, films, sound and video recordings, maps, photographs, microfiches, CD-ROMs, computer software, online databases, and other media. In addition to maintaining collections within library buildings, modern libraries often feature telecommunications links that provide users with access to information at remote sites.

A library is a collection of sources, resources, and services, and the structure in which it is housed; it is organized for use and maintained by a public body, an institution, or a private individual. It can mean the collection itself, the building or room that houses such a collection, or both. The term 'library' has itself acquired a secondary meaning: "a collection of useful material for common use." This sense is used in fields such as computer science, mathematics, statistics, electronics and biology.

Libraries are defined as organized collection of published and unpublished books and audiovisual materials with the aid of services of staff that are able to provide and interpret such material as required, to meet the informative research, educational and recreational needs of its users. Libraries are regarded as agencies through which sources of information of accumulated knowledge and experiences are selected, acquired, organized, preserved and

disseminated to those who need them. Libraries are essential tools in learning at any level. It is the intellectual centre of the society containing records not only the intellectual but also of cultural, economic and social inclination. With the provision of wide variety of information sources, users of libraries are exposed to different information with their respective values. They also give users the opportunity to learn and continue learning throughout their lives

Libraries are established for the systematic collection, organization, preservation and dissemination of knowledge and information. It is very important for man to preserve and maintain the valuable knowledge and information contained in the books and documents because we want to preserve our knowledge and wisdom for the coming generations. By preserving the documents in a library this knowledge can be made available to others so that they can benefit from it.

People in many professions use library resources to assist them in their work. People also use library resources to gain information about personal interests or to obtain recreational materials such as films and novels. Students use libraries to supplement and enhance their classroom experiences, to learn skills in locating sources of information, and to develop good reading and study habits. Public officials use libraries to research legislation and public policy issues. One of the most valued of all cultural institutions, the library provides information and services that are essential to learning and progress.

Types of Library: According to the mode of services rendered to the readers; libraries are broadly divided into four types:

- 1) Academic Library,
- 2) Special Library,
- 3) Public Library, and
- 4) National Library.^[2]

Academic Library: Academic library is a library whose primary function is to cover the information needs of learning and research. This includes libraries of institutions of higher education and general research libraries.

Academic library is the library which is attached to academic institutions like schools, colleges and universities. An academic library serves more specifically the students, research scholars, teachers and staff of the academic institution. Main objective of an academic library is to give maximum learning materials to its clientele so that they may be fully educated in their respective level. Academic libraries are categorized into school libraries, college libraries and university libraries.

A. School Library: A school library is a learning laboratory, providing a variety of instructional media, essential for optimum support of the education programme. The purpose of the school library is to attain the objectives of the educational programme. It concerns with the development of effective methods of thinking, inculcation of social attitudes, acquisition of important information and promoting growth and development

among the children. The function of the school library is to help the students in the process of their self-discovery, to adopt high ideals in life, improve scholastic efficiency through self-study and to develop the capacity for critical thinking.

B. College Library: College performs an important function in educational process. A college without a library is like a tree with no roots. The status of every college is measured through the position of the library that it maintains. Hence every college library should become a teaching instrument in itself. A college library is expected to support the objectives of the college. Thus, the basic function of a college library is to assist its parent body to carry out its programmes.^[3,4,5]

C. University Library: A library is more important in a University, because a library can do without a University where as a university cannot function without a library. A university library is an integral part of the institution. It is primarily maintained for the benefit of students, officers, faculty members and for those who are engaged in research work. It plays a very important role in the national life of the community by acquiring material for educational use for the benefit of students and teaching departments.^[6]

Special Library: Special library became popular since the beginning of 20th century. A special library is one which serves a particular group of people, such as the employees of a firm of government department, or the staff and members of a professional or research organization. Such a library deals essentially in information (Krishan Kumar; 1987; 72)

Public Library: A public library (also called circulating library) is a library which is accessible by the public and is generally funded from public sources (such as tax money) and may be operated by the civil servants. Taxing bodies for public libraries may be at any level from local to national central government level. The public library is an excellent model of government at its best. A locally controlled public good, it serves every individual freely, in as much or as little depth as he or she wants. (Wikipedia)

National Library: A national library is a library specifically established by the government of a country to serve as the preeminent repository of information for that country. Unlike public libraries, these rarely allow citizens to borrow books. Often, they include numerous rare, valuable, or significant works. A National Library is that library which has the duty of collecting and preserving the literature of the nation within and outside the country, Thus, National Library are those libraries whose community is the nation at large.

Types of Library Collections:

- 1) Books and EBooks
- 2) Databases

Search across large collections of journals, data sets, newspapers, books, images, media, and more to find the information you need. Depending on the database, results may include links to full text articles available online or citation information to help users locate a resource.

Digital Collections: Providing open, online access to research and primary sources. through Digital Collections, you can access digitized materials from the Libraries Special digital Collections, the Digital Heritage & Humanities Collections, as well as collections created through partnerships with other libraries and repositories around the world.

Digital Heritage & Humanities Collections (DHHC): Documents heritage sites, landscapes, and objects. this department also creates digital learning tools and collections that promote sustainable heritage tourism and interpretation strategies through the use of 3D and cutting-edge imaging technologies.

E-Journals: Periodical publications that are available online. Use this link to find and search inside a specific e-journal, like Nature, NList or the online edition of a newspaper, like The Hindu. This method of discovery does not allow users to search across multiple e-journals at one time in the way that many databases do.

Digital Commons / Open Educational Resources: A virtual showcase for Digital Commons / Open Educational Resources research and creative energies. Find faculty publications, theses and dissertations, open access journals, open access textbooks, Open Educational Resources and more in this collection.

Special Collections: Houses rare, fragile, and unique materials ranging from years old Sumerian tablet to early printed books, photographs and prints, sheet music, ephemera, ancient history and ecology archives, and history and literature collections. ^[7]
CD/DVD/Film

Librarians and Library Staff: The typical library staff consists of four levels of employees:

- 1) Professional Librarians,
- 2) Semi Professional Staff
- 3) Support staff, and
- 4) Part-time assistants.

Professional Librarians: The proportion of each of these in any given institution depends on the type of library, its budget, and the types of users it serves. Professional librarians usually constitute the smallest number of a library's employees. In colleges and universities they must have NET/SET along with MLISc, preferably another PG degree in other subject. In addition to their managerial work, professional librarians assume primary responsibility for providing reference assistance, developing and managing the collections, ordering library materials and overseeing cataloging/classification.

Semi Professional Staff: They perform the duties like classifying, cataloguing, data entry and other works under the guidance of the librarian.

Non-professional support staff: Nonprofessional support staff commonly assumes most of the responsibility for directly serving library users. Their activities include essential functions such as inputting, coding, stamping and verifying bibliographic and other data;

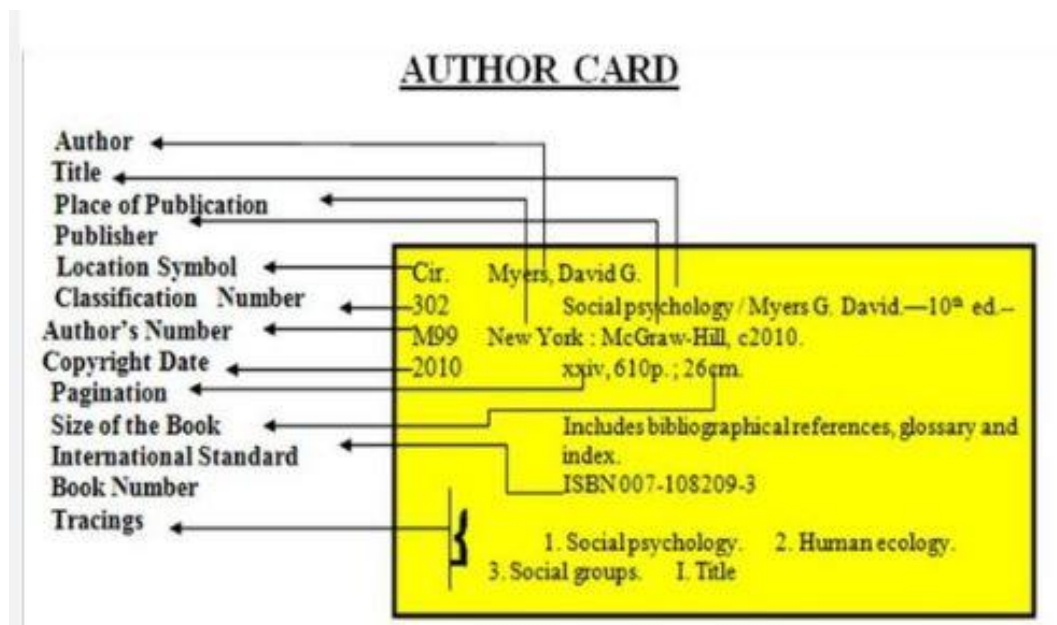
ordering library materials; assisting with catalog development; performing circulation duties such as checking out books to users; and performing other services vital to the library's daily operation.

Part-time staff: Part-time staff members typically shelve books, dusting, carrying books, perform low-level attendant's duties, and carry out other relatively simple but essential tasks.

Library Catalogue: A list of materials owned by a library, including books, magazines and journals, audio-visual materials and other materials.

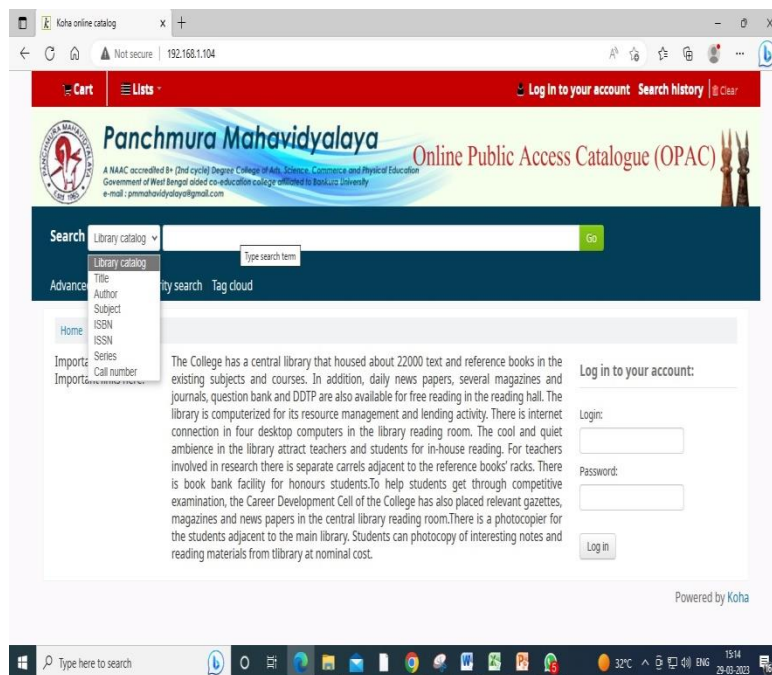
A library catalogue is a fundamental tool for any library as it provides users with the means to locate and access the resources available in the library. It is a comprehensive and organized listing of books, journals, periodicals, and other resources held in the library's collection. A well-designed library catalogue allows users to search for resources by various criteria, such as author, title, subject, or keyword, making it easier to find and retrieve the desired item. The catalogue also provides valuable information about each resource, such as its location, availability, and call number, which assists users in locating the item on the library shelves. In this way, a library catalogue plays a crucial role in facilitating the research and learning needs of library patrons, enhancing the value and effectiveness of the library's resources.

Sample of Catalogue Card: The bellow card was used to prepared by writing, but now a



days in computerised system OPAC is created and can be accessed from online devices.

5.2 Now see the Online Public Access Catalogue or OPAC picture bellow-



Call Number: A call number is like an address: it tells us where the book is located in the library. Call numbers appear on the spines of books and journals and in the library's catalogue.^[8]

The Call Number is the number that distinctly identifies a book in a library. There are thousands or even more books in a library. The call number is used to identify one particular book in that collection. It also helps in finding the relative location of that book in the whole collection.

Thus, if you know the general sequence of arrangement of books in a library, the call number of a book will guide you to the area and to the exact place where the book is kept.

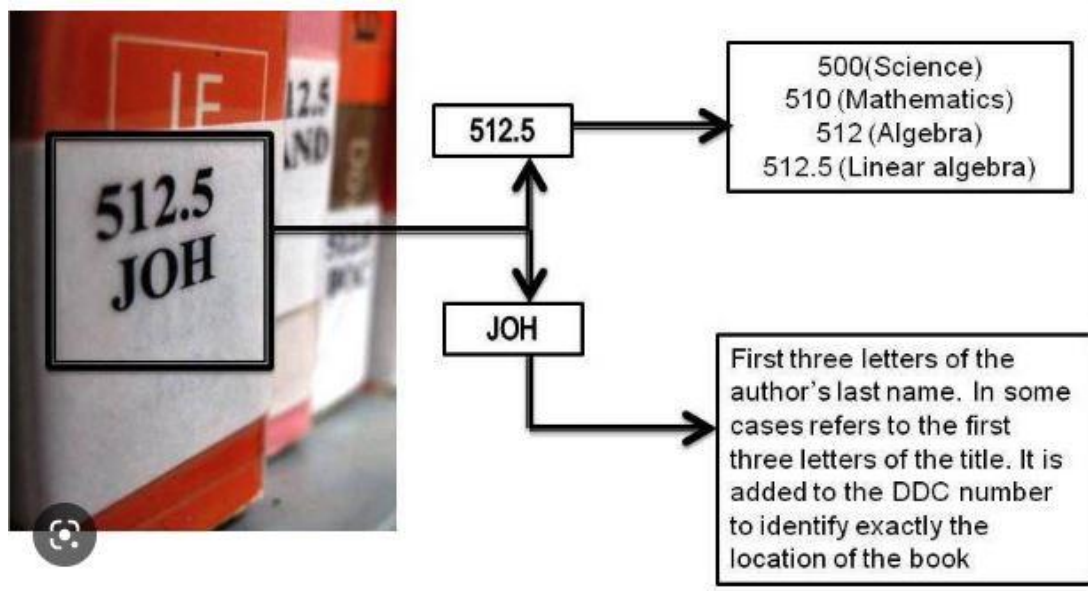
What is Call Number? : The Call Number is the number that distinctly identifies a book in a library. There are thousands or even more books in a library. The call number is used to identify one particular book in that collection. It also helps in finding the relative location of that book in the whole collection.

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Call Number = Class Number + Book Number + Collection Number

The Call Number has three parts:

- (a) Class Number
- (b) Book number

(c) Collection number⁹¹

Example of Call Number written on the spine of the books in a Library: Below the first

DDC Classification Scheme-

Summaries

First Summary

The Ten Main Classes:

000 Computer science, information & general works

100 Philosophy & psychology

200 Religion

300 Social sciences

400 Language

500 Science

600 Technology

700 Arts & recreation

800 Literature

900 History & geography

The role of the library resources in education is to: Facilitate the planning and implementation of learning programs that will equip students with the skills necessary to succeed in a constantly changing social and economic environment. Through resource-based programs, students acquire skills to collect, critically analyze and organize information, problem-solve and communicate their understandings.

Provide and promotes quality fiction to develop and sustain in students the habit and enjoyment of reading for pleasure and to enrich students' intellectual, aesthetic, cultural and emotional growth.

Cater for differences in learning and teaching styles through the provision of and equality of access to, a wide range of materials, fiction and non-fiction, print, audio, video and digital.

Provide educators with access to relevant curriculum information and professional development materials within and outside the educational system; and opportunities to cooperatively plan implement and evaluate learning programs which integrate information resources and technologies. (Usoro, 2007)

- A State of literacy may be attained and maintained;
- The individual may continuously improve his knowledge and skills;
- The individual is enabled to adjust to existing social, political, and economic systems;
- The individual may be made aware of the common citizenship, cultural heritage, and social values, and thus adapt to changing roles in adult life;
- The individual may develop his personality and full potential, widening the range of his perception, interest and skills.
- The library enables the individual to obtain spiritual, inspirational, and recreational activity through reading, and therefore the opportunity of interacting with the society's wealth and accumulated knowledge. The library can be seen as an Integra part of education.
- Libraries play a major role in education, including:
 - Helping literacy to become permanent
 - The improvement of knowledge and skills for positive, productivity
 - Assisting to adjust to existing social, political, spiritual and economic activities of the community.
 - Giving personal awareness to learners of their rights in the society and to appreciate the social values and be able to change for easy adaptation into the expected roles within the society.
 - Enabling the individual to develop its full potentials and widening the range of its perception, interests and skills.
 - Library resources help to develop a habit of lifelong learning. Library resources are needed to keep the skills that have been required through education alive. If education is to have a greater share in the molding and building of a happier individual and a better society, the providers of education must go beyond their roles as facilitators to a more practical role of providing library resources for sustaining the newly acquired skills of adult learners.
 - Library provision in primary and secondary schools has an impact on student learning.
 - Library provision can contribute to academic achievement, particularly in reading literacy, in primary level students.

- The contribution to learning is dependent upon quantity and quality of collections and access to further resources and support from outside the school environment.
- Libraries have the potential to play a pivotal role in improving literacy and reading habits amongst children and young adults.
- Libraries play an important role in the development of the “inclusive education”.
- Libraries potential to play an active and central role in promoting reading and combating illiteracy amongst the local communities.
- participate effectively in school programmes as it strives to meet the needs of pupils, teachers, parents and other community members;
- provide boys and girls with the library materials and services most appropriate and most meaningful in their growth and development as individuals;
- stimulate and guide pupils in all phases of their reading so that they may find increasing enjoyment and satisfaction and may grow in critical judgment and appreciation;
- provide an opportunity through library experience for boys and girls to develop helpful interests, to make satisfactory personal adjustments, and to acquire desirable social attitudes;
- help children and young people to become skilful and discriminating users of libraries and of printed and audio-visual materials;
- introduce people to the community library as early as possible and cooperate with those libraries in their effort to encourage continuing education and cultural growth;
- work with teachers in the selection and use of all types of library materials which will contribute to the teaching program;
- participate with teachers and administrators in programmes for continuing professional and cultural growth of the school staff;
- Cooperate with other libraries and community leaders in planning and developing an overall library programme for the community.^[10, 11]

Conclusion: Library is an academic institute. In academic institute, library is the inseparable part of it. To build a nation via education, library plays a vital role. In distance education libraries are passive teachers. It is good for the library users to know how their library resources are managed.

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