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Punjabi University Library Finance from 2000 to 2005

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Abstract:

The author gives brief history of Punjabi University Patiala. Bhai Kahn Singh Nabha Library and Dr. Ganda Singh Punjabi Reference Library are also discussed in this article. A brief statistical data about its teaching departments, areas, regional centres/Neighbourhood Campuses, and colleges are given. Finance is a motive power for any institutions and it is essential to run a library efficiently so the article highlights the finance system of Punjabi University Library. Factual data on finance is provided from 2000 to 2005. The author discusses the expenditure on salary, books, journals, binding etc. Average percentage of expenditure on various components in Punjabi University Library is included. The author discusses growth of collection of books and growth of Periodicals subscribed and expenditure on Periodicals are also included in this article. The author provides information about its membership for the same period of 5 years. Automation is a very significant in the library so the author discusses Library Automation. Importance of university library is also included in this article. The Author tells the timing of Punjabi University Library. The author provides the information which schemes have been used in the library. Important Services of Punjabi University Library discusses in this article. Conclusions and valuable suggestions are given in the last.

1. Punjabi University, Patiala

Punjabi University Patiala, one of the premier institutions of higher education in the north of India, was established on the 30th April, 1962 under the Punjabi University Act 1961. This is the second University in the world to be named after a language, the first being Hebrew University of Israel. Initially the University started with the objective of developing and promoting the language, literature and culture of the Punjabi people, over the time, has evolved into a multi-faceted educational institution. Presently it has 65 teaching and research departments covering disciplines in Humanities, Arts and Sciences as diverse as Fine Arts, Biotechnology, Forensic Science and Space Sciences. The University provides international standard facilities for students and researchers in various disciplines. The University was awarded Five Star Status by the National Assessment and Accreditation Council (NAAC), an autonomous institution of the U.G.C. in the year 2000. The university has a modern well planned campus situated on Patiala- Chandigarh road at a short distance from the main city. Sprawling across 316 acres, the campus is away from the din and noise city. The University has ten regional centres/Neighbourhood Campuses and 166 colleges affiliated to it.

2. Punjabi University Library

Bhai Kahn Singh Nabha Library is a hub of academic and research activities. It possesses 4,83,082 books and subscribes to 500 new Journals, 150 Journals on gratis and 26 newspapers. Approximately 10,000 latest books are added every year. Besides this, CDs and Microfilms are also available. It has a majestic reading hall with a seating capacity of 400 readers. A separate air conditioned reading hall for using personal books has been provided at the ground floor. The Library is being run on modern lines. It has an on-line catalogue services. Internet Access Lab has been established for using electronic documents. The Library also provides photocopying, reference and inter-library loan (ILL) facilities for readers.

Dr. Ganda Singh Punjabi Reference Library, which is an integral part of Library, is housed in a new building interlinked with the main building for the convenience of the staff and the users. The rich collection of this library comprises of nearly 99,267 documents. It subscribes to 122 current Journals, 48 Journals of grates and 10 Punjabi newspapers. Approximately 400 Microfilms are also available. Fifty two donors have donated their personal collections to this library which is a valuable treasure.

In addition to the Main Library, the library has established departmental libraries in some of the teaching departments and also at Regional Centres at Bathinda, Talwandi Sabo, Malerkotla, Dr. Balbir Singh Sahitya Kendra Library, Dehradun and Punjabi University Education Department, Bathinda, An Extension Library has also been established at S.A.S Nagar, Phase-VII, Mohali to meet the requirements of the students and general public. For security and to avoid the theft of the books CCTV Cameras have recently been installed in all four storeys of the library. Bar-Coding of documents has been completed and issue and return of books is computerized. Membership of all the university employees has been computerized. For accelerating the process of digitization of manuscripts, library has installed a new scanner. The University has its own website:-

WWW.punjabuniiversity.ac.in, which is being maintained by the centre.

3. Finance

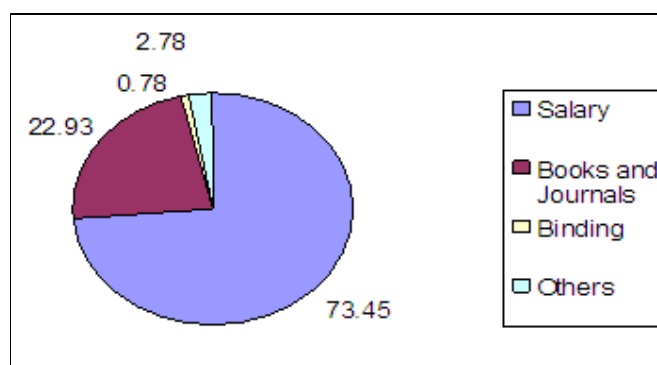
Finance has become very important in every organization. It plays a significant role in the organization and management of libraries. It is essential to run a library efficiently. Every type of library has its financial resources. University library: sources of income are: funds allocated from the main budget of the institute, gifts, fees, fines, the sale of publication, photographic works, charges for lending rental service etc. A library should be assured of regular and adequate finance to purchase books and periodicals, furniture, maintain the building and employ trained staff. Otherwise it could not provide efficient services and discharge its obligations. In this way, finance is also very significant for Punjabi University Library. Author gives detail university library finance from 2000 to 2005. The University has been spending between 3.46% to 3.91 % of its expenditure on its library every year as Table No 1 reveals, from 2000 to 2005 and the average percentage comes to 3.64%. In 2000-01, the Library spent 70.66% of its expenditure on salaries. Whereas in the last year of the study (2004-05), it is as 73.56%. In 2000-01, the library spent 26.02% of its expenditure on books and journals. It was very high than now. But it spends 20.67% of its expenditure on books and journals in 2004-05. The expenditure on binding is 0.71% in 2004-05.

Year	Salary	%	Books & Journals	%	Binding	%	Others	%	Total Library	Total University	%	Quinquennial Avg. Lib. Exp.
2000-01	13886383	70.66	5113815	26.02	164790	0.84	486241	2.47	19651229	501889203	3.91	
2001-02	15157690	72.87	4969528	23.89	165011	0.79	507255	2.44	20799484	560536774	3.71	
2002-03	15076988	74.43	4580274	22.61	159534	0.79	440350	2.17	20257146	565495203	3.58	
2003-04	16174700	75.71	4649080	21.46	167170	0.78	372959	1.74	21363909	603407329	3.54	
2004-05	17687862	73.56	4970623	20.67	169866	0.71	1216792	5.06	24045143	695552873	3.46	21223382

Table 1: Year wise Decomposition of Library and University Expenditure from 2000-01 to 2004-05

Salary	73.45
Books and Journals	22.93
Binding	0.78
Others	2.78

Table 2: Average Percentage of Expenditure on Various Components in Punjabi University Library



Pie Graph 1: Average Percentage of Expenditure on Various Components in Punjabi University Library

4. Collection

Reading materials are the basic bricks on which a library is built up. Hence every library gives emphasis to collection development to meet the information needs of its clientele. Scholars and authorities also take pride in it and provide funds for its development. Total collection of the library as in 2000-2001 was 385871. But now it has been increased. Total collection of library as in 2004-2005 was 432355. Table No 3 reveals collection development of the library during the past five years. Annual addition was 10046 in 2000-01 but it has been increased in 2004-2005. The Quinquennial average of annual addition was 9053 in the five years.

Year	Total collection	Annual Addition	Quinquennial Average addition
2000-01	385871	10046	
2001-02	408294	10552	
2002-03	416582	7498	
2003-04	421276	4694	
2004-05	432355	12476	9053

Table 3: Growth of Collection

5. Journals

Journals are fundamental to scholarly communication and research. For them they are important channel of communication of information and knowledge. Punjabi University Library purchases the journal for library. Table No 4 indicates number of periodicals being subscribed to by the library over the last 05 years. The maximum periodicals were 623 in 2004-2005 and the minimum 523 in 2001-02. The maximum expenditure was 4222475 in 2001-02 and the minimum expenditure was 3434224 in 2002-03 (see Table No 4). The Quinquennial average expenditure was 3795165 in the five years.

Year	Number	Expenditure (Rs)	Average Price Per Periodical (Rs)	Quinquennial average number	Quinquennial average Exp.	Average Price per periodical (Rs)
2000-01	525	3991569	7603			
2001-02	523	4222475	8073			
2002-03	548	3434224	6267			
2003-04	610	3502612	5742			
2004-05	623	3824945	6139	566	3795165	6705

Table 4: Growth of Periodicals Subscribed and Expenditure on Them

6. Membership

Growth in number of members of the Library is erratic. University has been started so many new courses in the university campus so number of students has been increased. The maximum number was 6000 in 2004-05 and the minimum 3508 in 2000-01 (see Table No 5). This table indicates that membership is growing in every year. The Quinquennial average of membership of library was 4672 in the five years.

Year	Membership	Quinquennial average
2000-01	3508	
2001-02	4693	
2002-03	4337	
2003-04	4820	
2004-05	6000	4672

Table 5: Growth of Membership

7. Automation

Automation refers to the application of various technologies such as computers, networking, mass storage media and multimedia for handling and processing of the information. An automated library is one where a computer system is used to manage one or several of the library's key functions such as acquisitions, serials control, cataloging, circulation and the public access catalog. The Library installed personal computer in 1988 and later on purchased software LIBSYS. There is internal networking in the Library. It uses LIBSYS, dBase and Del. DOS software. Currently, it has put in computer more than 3, 50,000 records of books. Library is connected to INTERNET from January 1996 and provides services to users. Access to e-journal available in whole computer. OPAC since 1998 is available. Internet access lab has been established for facilitating the use of electronic documents. Library is activity participating in networking programmes of DELNET and INFLIBNET under networking programme.

7.1. Highlights

- Library Automation
- E-Journals

- Manuscripts Catalogue
- On Line Public Access Catalogue (OPAC) since April 1998 (accessible from 9:30 a.m. to 6:00 p.m.)
- Internet Facility since 1996
- Membership of DELNET
- Participating in the INFLIBNET Programme
- Database of Current Periodicals
- Database of Backsets of Periodicals

8. Importance of University Library

A library is a treasure-house of knowledge. It plays significant role in transmission, conservation of knowledge, research and spread of education. Research work is not possible without university library. University Library is the heart of university. Library provides current information with help of newspapers and journals. For research activities library subscribes to current journals of learned societies and also maintains back volumes of old journals. University Library arranges all the documents with systematic order so that users can find these documents easily and it saves the time of users. It provides various services to users. University Library guides the readers about the use of library. Library keeps a book display rack where new arrivals are kept. Library has adopted open access system so that users can find books themselves. Internet facility is very important for users in this library. Good infrastructure is also available in the library and it is very attractive. It is centrally located and very peaceful place. Large number of readers can sit in this library and they can read in the library without any disturbance.

9. Timings

University Library functions as a centre of Academic & Research activities. The Library remains open for 12 hours from 8.15 a.m. to 8.15 p.m. for 360 days in the year. One night reading hall remains open from 8.15 a.m. to 2.00 a.m. at night.

10. Library Classification and Library Cataloguing

Library Classification is an artificial device which is used for arranging books on shelves of the library in a helpful order. Library Catalogue is a list of books in a library in which location of the books on the library's shelves is given. Library classification and cataloguing are very essential in every type library because users can not find the document in the library without these schemes. Punjabi University Library uses the Colon Classification (CC) and Dewey Decimal Classification (DDC) schemes for the classification in the library. Library uses Anglo American Cataloguing Rules (AACR) for the cataloguing in the library. These schemes help the user to find the documents in the library.

11. Services

The most important function of any library is to provide services. Some of the services are categorized as inputs or technical services and some of them as outputs or users' services. The Library provides both the services. Technical as well as users' services. Technical services include selection, acquisition, classification, cataloguing, indexing, preparing of documents, binding, repair, maintenance, etc. However, success or usefulness of any library is judged by the services users get and accordingly from opinion or image of the library. The library maintains public catalogue, provides browsing and reading facilities, loan and reference services, dissemination information about new documents, prepares, bibliographies in anticipation and/or on demand, provides current awareness services audio-visual and reprographic facilities and computerized services.

11.1. Regular Feature

- Current Awareness and documentation Services
- Periodicals Received this Month
- List of Additions
- Punjabi Press Anukarmnika (Indexing Services of Newspapers and Periodicals received in Punjabi Reference Library)
- Subject Bibliographies'
- Catalogues of Donors' Collections
- Book Exhibitions on Eventful Days
- Readers' orientation Programmes for fresh entrants.
- Inter Library loan facility
- Computerised bibliographic & documentation services
- Reprographic services
- Microfilm reading/preserving

12. Conclusion and Suggestions

Punjabi University Library has beautiful building for the users and it has good numbers of books, journals, and staff in the library. Analysis of the data of this research suggests that the Punjabi University Library has been growing in the field of Journals, membership. Over the years, expenditure of Library has risen. Higher percentage of its expenditure has used salary of staff and the reading materials are getting lesser and lesser percentage of expenditure, on an average. Punjabi University library spent 73.45% on salaries of the staff and nearly 22.93% on purchase of books and periodicals. Punjabi University spent 0.78% on binding and nearly 2.78% on others (furniture, electricity, library supplies etc.). Expenditure on library, the average percentage comes to

3.64% in Punjabi University library. Membership of this library has been grown over the years. Total Collection of University library has been increased. There are nearly 5 lakh volumes available in Punjabi University library. The whole Library has been computerized. Users can use OPAC in library and they can get any documents easily and earlier in library with help of computer. Punjabi University library put in computer more than 3, 50,000 records of documents. Library is a very significance for the university. University Library opens maximum time in a day for the users. CC, DDC and AACR schemes have been used for the classification and cataloguing in the library. Punjabi University Library provides library services as: photocopying, CAS, internet search service, inter library loan, reference service etc.

Numbers of users are growing in the library so finance should be also increased in the library. It is suggested that additional resources should be made available to the university library. Administrative guideline is also necessary in the library to reduce the wasteful expenditure. UGC should provide funds to the university library. University library budget should increase according to requirement and Financial Management procedures should be simple and easy in operation. It is also suggested that university should spend more finance on books and journals. University should recruit more efficient staff through written test. Library should open periodical section a long time for the users and Dr Ganda Singh Reference Library also opens a long time. University should provide training the whole staff so that staff can help the users according to their requirement. It is suggested that library provides maximum services to the users so that users can get documents easily in the library and they can save their time. University should make planning in advance for the development of the library.

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